



The National Aeronautical Information Processing System (NAIPS)



NAIPS for Windows User Manual

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Chapter 1

Setting Up a Dial-Up Connection

Introduction

The following notes are intended to assist pilots in setting up their PC to access NAIPS via a dial-up modem.

Access to NAIPS services requires the NAIPS for Windows Software to be installed on the PC and a dial-up connection to NAIPS either via the Pilot Access Service phone number or an Internet Service Provider (ISP) account.

The Setting Up a Dial-Up Connection notes assume that the NAIPS for Windows Software has been installed.

These notes cover the major Microsoft Windows Operating System releases.

Dial-Up Connection Options

A separate Dial-up Network connection must be created for each of the desired access methods if you wish the NAIPS for Windows software to automatically dial-up a connection when you log on. Possible access options include:

- Pilot Access via direct telephone exchange line
 - Pilot Access via PABX extension
 - Internet ISP access via direct telephone exchange line
 - Internet ISP access via PABX extension
-

Setting Up Dial-Up Internet Connection

If you manually dial-up a connection with your ISP before running the NAIPS for Windows software, no other set up is required, and the software is ready to go.

For automatic dial-up, the NAIPS for Windows software does not use the Dialing From Location setting to determine if a prefix is necessary (depending on location).

If you are using the computer exclusively via a direct exchange line or a PABX extension, only one connection needs to be set up.

The requirement to set up any additional connections for Internet ISP access to NAIPS is only necessary if using a mobile PC (e.g. accessing an ISP from both PABX extensions and direct exchange lines).

If this is required, configure two new ISP dial-up connections as per your existing ISP connection, but with the telephone numbers amended as required:

- Your ISP number if using direct exchange lines.
 - Your ISP number prefixed by the required digit to access an outside line, if using a PABX extension.
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Setting Up a Dial-Up Connection, Continued

Setting Up Pilot Access Dial-Up Connection

Instructions for setting up NAIPS for Windows dial-up connections are dependent upon the operating system used by your computer.

These instructions are detailed on the following pages.

Note: Where option values are not explicitly given in the instructions, assume that the default values are to be accepted.

Operating Systems

The following table details procedures for setting up your PC. Various operating systems are included. Follow the procedures that pertain to the appropriate operating system.

Operating System	Details																
Windows 95	<div>1. Install the TCP/IP Protocol Service.</div> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Determine if the Microsoft TCP/IP network protocol has been installed on your PC. Note: If it has not been installed, the Windows 95 installation media (CD or floppy disk) may be required.</td></tr><tr><td>2</td><td>Click on Start → Settings → Control Panel.</td></tr><tr><td>3</td><td>Double click the Network icon. Note: If TCP/IP appears in the list of installed network components on the Configuration tab page, proceed to the section below on installing the modem. If TCP/IP does not appear in the list of installed network components, proceed to Step 4.</td></tr><tr><td>4</td><td>Click the Add . . . button.</td></tr><tr><td>5</td><td>Select Protocol as the type of network component you want to install and click the Add . . . button.</td></tr><tr><td>6</td><td>Select: (a) Microsoft as the manufacturer. (b) TCP/IP as the Network Protocol.</td></tr><tr><td>7</td><td>Click OK. Note: You may be prompted to install the Windows 95 distribution media at this point.</td></tr></table>	Steps	Procedures	1	Determine if the Microsoft TCP/IP network protocol has been installed on your PC. Note: If it has not been installed, the Windows 95 installation media (CD or floppy disk) may be required.	2	Click on Start → Settings → Control Panel.	3	Double click the Network icon. Note: If TCP/IP appears in the list of installed network components on the Configuration tab page, proceed to the section below on installing the modem. If TCP/IP does not appear in the list of installed network components, proceed to Step 4.	4	Click the Add . . . button.	5	Select Protocol as the type of network component you want to install and click the Add . . . button.	6	Select: (a) Microsoft as the manufacturer. (b) TCP/IP as the Network Protocol.	7	Click OK. Note: You may be prompted to install the Windows 95 distribution media at this point.
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

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Windows 95 (continued)	1. Install the modem. <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.</td></tr><tr><td>2</td><td>Click Start → Settings → Control Panel.</td></tr><tr><td>3</td><td>Double click the Modems icon.</td></tr><tr><td>4</td><td>Examine the Modem Properties dialog. <u>Note:</u> If the modem does not appear in the list of Modems, it must be added. Proceed to Step 5 for instructions. If the modem does appear, proceed to the Set Up the NAIPS for Windows dial-up connection section.</td></tr><tr><td>5</td><td>Click Add and follow the instructions provided by the Install New Modem dialog. This may require the appropriate device driver (which came with the modem on either a CD-ROM or floppy disk). <u>Note:</u> The Standard Modem driver supplied with Windows is suitable for most modern modems, if you are not able to locate the modem's driver. The Diagnostics tab page of the Modem Properties dialog box should now display your modem attached to the correct communications port.</td></tr></table>	Steps	Procedures	1	Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.	2	Click Start → Settings → Control Panel.	3	Double click the Modems icon.	4	Examine the Modem Properties dialog. <u>Note:</u> If the modem does not appear in the list of Modems, it must be added. Proceed to Step 5 for instructions. If the modem does appear , proceed to the Set Up the NAIPS for Windows dial-up connection section.	5	Click Add and follow the instructions provided by the Install New Modem dialog. This may require the appropriate device driver (which came with the modem on either a CD-ROM or floppy disk). <u>Note:</u> The Standard Modem driver supplied with Windows is suitable for most modern modems, if you are not able to locate the modem's driver. The Diagnostics tab page of the Modem Properties dialog box should now display your modem attached to the correct communications port.												
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details													
Windows 95 (continued)	2. Set up the NAIPS for Windows dial-up connection (continued).													
	<table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>12</td><td>On the General tab page: a. Uncheck Use country code and area code. b. Verify that the number and modem are correct.</td></tr><tr><td>13</td><td>Accept the defaults on the Server Types tab page. a. The type of dial-up server should be PPP: Windows 95, Windows NT, Internet). b. Ensure TCP/IP is checked as an allowed network protocol.</td></tr><tr><td>14</td><td>On the Scripting tab page, enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.</td></tr><tr><td>15</td><td>Click OK.</td></tr><tr><td>16</td><td>Close the Internet Properties dialog.</td></tr></table>	Steps	Procedures	12	On the General tab page: a. Uncheck Use country code and area code. b. Verify that the number and modem are correct.	13	Accept the defaults on the Server Types tab page. a. The type of dial-up server should be PPP: Windows 95, Windows NT, Internet). b. Ensure TCP/IP is checked as an allowed network protocol.	14	On the Scripting tab page, enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.	15	Click OK.	16	Close the Internet Properties dialog.	
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	15	Click OK.												
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	3. Test connectivity.													
	<p>Note: The NAIPS for Windows Software requires that an initial connection be established, using the procedures detailed below. This will associate your NAIPS username and password with the connection.</p>													
<table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Click Programs → Accessories → Dial-up Networking.</td></tr><tr><td>2</td><td>Double click the connection's icon.</td></tr><tr><td>3</td><td>Check the number and enter your NAIPS username and password.</td></tr><tr><td>4</td><td>Check Save password in the Connect To dialog.</td></tr><tr><td>5</td><td>Click the Connect button. The status of the call is displayed in the Connecting to... dialog box. A successful connection will result in a Connection Established dialog.</td></tr><tr><td>6</td><td>Click Close when the Connection Established dialog is displayed.</td></tr></table>	Steps	Procedures	1	Click Programs → Accessories → Dial-up Networking.	2	Double click the connection's icon.	3	Check the number and enter your NAIPS username and password.	4	Check Save password in the Connect To dialog.	5	Click the Connect button. The status of the call is displayed in the Connecting to... dialog box. A successful connection will result in a Connection Established dialog.	6	Click Close when the Connection Established dialog is displayed.
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The following table details the procedures for disconnecting.														
<table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Click the connection's icon on the task bar located at the bottom right hand side of the screen, to the left of the time. This will display the Connected to . . . dialog.</td></tr><tr><td>2</td><td>Click Disconnect.</td></tr></table>	Steps	Procedures	1	Click the connection's icon on the task bar located at the bottom right hand side of the screen, to the left of the time. This will display the Connected to . . . dialog.	2	Click Disconnect.								
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

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Operating Systems (continued)

Operating System	Details																										
Windows 98 (continued)	<p>2. Set up the NAIPS for Windows dial-up connection (continued).</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>14</td><td>Ensure PPP is selected as the protocol on the Connection tab page of the Advanced Connection Properties dialog.</td></tr><tr><td>15</td><td>Check Use logon script.</td></tr><tr><td>16</td><td>Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.</td></tr><tr><td>17</td><td>Click OK to close the dialog and advance to the next page.</td></tr><tr><td>18</td><td>Enter your NAIPS username and password.</td></tr><tr><td>19</td><td>Click Next.</td></tr><tr><td>20</td><td>Enter the desired connection name (e.g. Airservices, AirservicesFromHome).</td></tr><tr><td>21</td><td>Click Next.</td></tr><tr><td>22</td><td>Check No to avoid setting up an Internet mail account.</td></tr><tr><td>23</td><td>Click Next.</td></tr><tr><td>24</td><td>Uncheck the Connect to Internet immediately box.</td></tr><tr><td>25</td><td>Click Finish to close the Wizard.</td></tr></table>	Steps	Procedures	14	Ensure PPP is selected as the protocol on the Connection tab page of the Advanced Connection Properties dialog.	15	Check Use logon script.	16	Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.	17	Click OK to close the dialog and advance to the next page.	18	Enter your NAIPS username and password.	19	Click Next.	20	Enter the desired connection name (e.g. Airservices, AirservicesFromHome).	21	Click Next.	22	Check No to avoid setting up an Internet mail account.	23	Click Next.	24	Uncheck the Connect to Internet immediately box.	25	Click Finish to close the Wizard.
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details																												
Windows NT (continued)	<p>2. Set up the NAIPS for Windows dial-up connection.</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Click Start → Settings → Control Panel.</td></tr><tr><td>2</td><td>Double click the Internet Options icon.</td></tr><tr><td>3</td><td>Select the Connection tab.</td></tr><tr><td>4</td><td>Check the Connect to the Internet using a modem option.</td></tr><tr><td>5</td><td>Click Settings.</td></tr><tr><td>6</td><td>Click Add in the Dial-Up Settings dialog.</td></tr><tr><td>7</td><td>On the Basis tab page: a. Enter the desired connection name (e.g. Aircservices, AircservicesFromOffice) as the Entry name. b. Enter the desired Phone Number (e.g. 0198304767). c. Uncheck the Use Telephony dialing properties. d. Select the desired modem in the Dial using: field.</td></tr><tr><td>8</td><td>On the Script tab page: a. Check Run this script. b. Enter C:\Program Files\NAIPS Pilot Access\Aircservices.scp.</td></tr><tr><td>9</td><td>On the Server tab page, the default values displayed should be: a. Dial-up server type: PPP: Windows NT, Windows 95 Plus, Internet. b. A tick next to the TCP/IP Network protocol.</td></tr><tr><td>10</td><td>Click OK to return to the Dial-Up Settings dialog.</td></tr><tr><td>11</td><td>Enter your NAIPS username and password in the appropriate fields.</td></tr><tr><td>12</td><td>Click OK.</td></tr><tr><td>13</td><td>Close the Internet Properties dialog by clicking OK. A new connection has now been created.</td></tr></table>	Steps	Procedures	1	Click Start → Settings → Control Panel.	2	Double click the Internet Options icon.	3	Select the Connection tab.	4	Check the Connect to the Internet using a modem option.	5	Click Settings.	6	Click Add in the Dial-Up Settings dialog.	7	On the Basis tab page: a. Enter the desired connection name (e.g. Aircservices, AircservicesFromOffice) as the Entry name. b. Enter the desired Phone Number (e.g. 0198304767). c. Uncheck the Use Telephony dialing properties. d. Select the desired modem in the Dial using: field.	8	On the Script tab page: a. Check Run this script. b. Enter C:\Program Files\NAIPS Pilot Access\Aircservices.scp.	9	On the Server tab page, the default values displayed should be: a. Dial-up server type: PPP: Windows NT, Windows 95 Plus, Internet. b. A tick next to the TCP/IP Network protocol.	10	Click OK to return to the Dial-Up Settings dialog.	11	Enter your NAIPS username and password in the appropriate fields.	12	Click OK.	13	Close the Internet Properties dialog by clicking OK. A new connection has now been created.
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Continued on next page

Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details																		
Windows 2000	1. Install the modem.																		
	<table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.</td></tr><tr><td>2</td><td>Click Start → Settings → Control Panel.</td></tr><tr><td>3</td><td>Double click the Phone and Modem Options icon.</td></tr><tr><td>4</td><td>Select the Modems tab. <u>Note:</u> If the modem type does not appear in the list of Modems, it must be added. Proceed to Step 5 for instructions. If the modem does appear, proceed to the Set up NAIPS for Windows dial-up connection section.</td></tr><tr><td>5</td><td>Click Add and follow the instructions provided by the Add/Remove Hardware Wizard. This may require the appropriate device driver (which came with your modem on either a CD-ROM or floppy disk). <u>Note:</u> The Standard 33600 bps Modem driver supplied with Windows is suitable for most modern modems, if you are not able to locate the modem's specific driver. The Phone and Modem Options dialog box should now display your modem attached to the correct communications port.</td></tr></table>	Steps	Procedures	1	Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.	2	Click Start → Settings → Control Panel.	3	Double click the Phone and Modem Options icon.	4	Select the Modems tab. <u>Note:</u> If the modem type does not appear in the list of Modems, it must be added. Proceed to Step 5 for instructions. If the modem does appear , proceed to the Set up NAIPS for Windows dial-up connection section.	5	Click Add and follow the instructions provided by the Add/Remove Hardware Wizard. This may require the appropriate device driver (which came with your modem on either a CD-ROM or floppy disk). <u>Note:</u> The Standard 33600 bps Modem driver supplied with Windows is suitable for most modern modems, if you are not able to locate the modem's specific driver. The Phone and Modem Options dialog box should now display your modem attached to the correct communications port.						
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Continued on next page

Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details																				
Windows 2000 (continued)	<div>2. Set up the NAIPS for Windows dial-up connection (continued).</div> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>9</td><td>When the Test Settings dialog box appears, enter your NAIPS username and password.</td></tr><tr><td>10</td><td>Click Properties.</td></tr><tr><td>11</td><td>On the General tab page, ensure Connect using: is set to the correct modem / port combination.</td></tr><tr><td>12</td><td>Select the Options tab page.<ul style="list-style-type: none">Uncheck Prompt for name and password, certificate, etc.</td></tr><tr><td>13</td><td>Select the Security tab page.<ul style="list-style-type: none">Check Run Script.Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.</td></tr><tr><td>14</td><td>Select the Networking tab.<ul style="list-style-type: none">Ensure Type of Dial-up Server is PPP: Windows 95/98/NT4/2000, Internet.</td></tr><tr><td>15</td><td>Click OK to close the connection's Properties dialog.</td></tr><tr><td>16</td><td>Click OK to close the connection's Settings dialog.</td></tr><tr><td>17</td><td>Click OK to close the Internet Properties dialog.</td></tr></table>	Steps	Procedures	9	When the Test Settings dialog box appears, enter your NAIPS username and password.	10	Click Properties.	11	On the General tab page, ensure Connect using: is set to the correct modem / port combination.	12	Select the Options tab page. <ul style="list-style-type: none">Uncheck Prompt for name and password, certificate, etc.	13	Select the Security tab page. <ul style="list-style-type: none">Check Run Script.Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.	14	Select the Networking tab. <ul style="list-style-type: none">Ensure Type of Dial-up Server is PPP: Windows 95/98/NT4/2000, Internet.	15	Click OK to close the connection's Properties dialog.	16	Click OK to close the connection's Settings dialog.	17	Click OK to close the Internet Properties dialog.
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Windows ME	<div>1. Install the modem.</div> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.</td></tr><tr><td>2</td><td>Click Start → Settings → Control Panel. Note: If the Modem icon is not displayed, click view all Control Panel options.</td></tr><tr><td>3</td><td>Double click the Modems icon.</td></tr></table>	Steps	Procedures	1	Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.	2	Click Start → Settings → Control Panel. Note: If the Modem icon is not displayed, click view all Control Panel options.	3	Double click the Modems icon.												
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details														
Windows ME (continued)	1. Install the modem (continued).														
	<table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>4</td><td><p>Examine the list of Modems.</p><p>Note: If the modem type does not appear in the list of Modems, or if the Modem Properties dialog does not appear at all, the modem must be added. Proceed to Step 5 for instructions.</p><p>If the modem does appear, proceed to the Set up NAIPS for Windows dial-up connection section.</p></td></tr><tr><td>5</td><td><ul style="list-style-type: none">• If this is the first time a modem has been installed, follow the prompts in the Install New Modem and the Add New Hardware Wizard.• If modems have been installed previously, the Modems Properties dialog will appear.<ul style="list-style-type: none">a. Click Add.b. Follow the instructions provided by the Install New Modem Wizard.<p>This may require the appropriate device driver (which came with the modem on either a CD-ROM or floppy disk).</p><p>Note: The Standard 33600 bps Modem driver supplied with Windows is suitable for most modern modems, if you are not able to locate the modem's specific driver.</p><p>The Modem Properties dialog box should now display your modem attached to the correct communications port.</p></td></tr></table>	Steps	Procedures	4	<p>Examine the list of Modems.</p> <p>Note: If the modem type does not appear in the list of Modems, or if the Modem Properties dialog does not appear at all, the modem must be added. Proceed to Step 5 for instructions.</p> <p>If the modem does appear, proceed to the Set up NAIPS for Windows dial-up connection section.</p>	5	<ul style="list-style-type: none">• If this is the first time a modem has been installed, follow the prompts in the Install New Modem and the Add New Hardware Wizard.• If modems have been installed previously, the Modems Properties dialog will appear.<ul style="list-style-type: none">a. Click Add.b. Follow the instructions provided by the Install New Modem Wizard.<p>This may require the appropriate device driver (which came with the modem on either a CD-ROM or floppy disk).</p> <p>Note: The Standard 33600 bps Modem driver supplied with Windows is suitable for most modern modems, if you are not able to locate the modem's specific driver.</p> <p>The Modem Properties dialog box should now display your modem attached to the correct communications port.</p>								
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details																										
Windows ME (continued)	<p>2. Set up the NAIPS for Windows dial-up connection (continued).</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>7</td><td>Enter the telephone number (e.g. 0198304767).</td></tr><tr><td>8</td><td>Click Next.</td></tr><tr><td>9</td><td>Click Finish to save the connection in the Dial-up Networking folder.</td></tr><tr><td>10</td><td>Click the Settings button.</td></tr><tr><td>11</td><td>Enter your NAIPS username and password.</td></tr><tr><td>12</td><td>Click Properties.</td></tr><tr><td>13</td><td>On the General tab page: a. Ensure the telephone number is correct. b. Uncheck Use area code and Dialing Properties. c. Ensure Connect using: is set to the correct modem / port combination.</td></tr><tr><td>14</td><td>Select the Security tab page. • Enter your NAIPS username and password.</td></tr><tr><td>15</td><td>Select the Scripting tab page. • Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.</td></tr><tr><td>16</td><td>Click OK to close the connection's Properties dialog.</td></tr><tr><td>17</td><td>Click OK to close the connection's Settings dialog.</td></tr><tr><td>18</td><td>Click OK to close the Internet Properties dialog.</td></tr></table>	Steps	Procedures	7	Enter the telephone number (e.g. 0198304767).	8	Click Next.	9	Click Finish to save the connection in the Dial-up Networking folder.	10	Click the Settings button.	11	Enter your NAIPS username and password.	12	Click Properties.	13	On the General tab page: a. Ensure the telephone number is correct. b. Uncheck Use area code and Dialing Properties. c. Ensure Connect using: is set to the correct modem / port combination.	14	Select the Security tab page. • Enter your NAIPS username and password.	15	Select the Scripting tab page. • Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.	16	Click OK to close the connection's Properties dialog.	17	Click OK to close the connection's Settings dialog.	18	Click OK to close the Internet Properties dialog.
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Windows XP	<p>Install the modem.</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td>Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.</td></tr><tr><td>2</td><td>Open Phone and Modem Options in Control Panel. Note: You must be an administrator or a member of the Administrator group in order to complete the procedure.</td></tr><tr><td>3</td><td>Click on the Modems tab, examine the list of Modems. Note: If the modem does not appear in the list of Modems, it must be added. Proceed to Step 4 for instructions. If the modem does appear, proceed to the Set Up the NAIPS Pilot Access dial-up connection section.</td></tr></table>	Steps	Procedures	1	Ensure the modem is connected to the desired serial port (e.g. COM1, COM2) and switched on.	2	Open Phone and Modem Options in Control Panel. Note: You must be an administrator or a member of the Administrator group in order to complete the procedure.	3	Click on the Modems tab, examine the list of Modems. Note: If the modem does not appear in the list of Modems, it must be added. Proceed to Step 4 for instructions. If the modem does appear , proceed to the Set Up the NAIPS Pilot Access dial-up connection section.																		
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details																		
Windows XP	1. Install the modem. (continued)																		
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Setting Up a Dial-Up Connection, Continued

Operating Systems (continued)

Operating System	Details																				
Windows XP	<div>2. Set up the NAIPS for Windows dial-up connection (continued).</div> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>9</td><td>When the Test Settings dialog box appears, enter your NAIPS username and password.</td></tr><tr><td>10</td><td>Click Properties.</td></tr><tr><td>11</td><td>On the General tab page, ensure Connect using: is set to the correct modem / port combination.</td></tr><tr><td>12</td><td>Select the Options tab page.<ul style="list-style-type: none">• Uncheck Prompt for name and password, certificate, etc.</td></tr><tr><td>13</td><td>Select the Security tab page.<ul style="list-style-type: none">c. Check Run Script.d. Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.</td></tr><tr><td>14</td><td>Select the Networking tab.<ul style="list-style-type: none">• Ensure Type of Dial-up Server is PPP: Windows 95/98/NT4/2000, Internet.</td></tr><tr><td>15</td><td>Click OK to close the connection's Properties dialog.</td></tr><tr><td>16</td><td>Click OK to close the connection's Settings dialog.</td></tr><tr><td>17</td><td>Click OK to close the Internet Properties dialog.</td></tr></table>	Steps	Procedures	9	When the Test Settings dialog box appears, enter your NAIPS username and password.	10	Click Properties.	11	On the General tab page, ensure Connect using: is set to the correct modem / port combination.	12	Select the Options tab page. <ul style="list-style-type: none">• Uncheck Prompt for name and password, certificate, etc.	13	Select the Security tab page. <ul style="list-style-type: none">c. Check Run Script.d. Enter C:\Program Files\NAIPS Pilot Access\Airservices.scp.	14	Select the Networking tab. <ul style="list-style-type: none">• Ensure Type of Dial-up Server is PPP: Windows 95/98/NT4/2000, Internet.	15	Click OK to close the connection's Properties dialog.	16	Click OK to close the connection's Settings dialog.	17	Click OK to close the Internet Properties dialog.
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16	Click OK to close the connection's Settings dialog.																				
17	Click OK to close the Internet Properties dialog.																				

Chapter 2

Introduction

Introduction to NAIPS

The National Aeronautical Information Processing System (NAIPS) is a multi-function, computerised, aeronautical information system.

It provides a central database of meteorological, NOTAM and chart information. The system is used by the Australian Flight Information Centre to provide pre-flight and in-flight briefings and to accept and distribute flight notifications.

Registration

Accessing NAIPS requires registration, which can be achieved at <http://www.airservicesaustralia.com/brief/>

The procedures for obtaining a registered user name and password are detailed in the table below.

Steps	Procedures
1	On the NAIPS Pilot Briefing home page, click the NAIPS Registration link (<i>Register</i>). A NAIPS Registration form will appear.
2	Follow the on-screen instructions and complete the form.
3	Click the Register button at the bottom of the form. The registration will be entered into NAIPS on the next working day. Please note that you will not receive an acknowledgement of successful registration.

Accessing NAIPS

The following table outlines instructions for accessing NAIPS.

Method	Details						
NAIPS Internet / Dial-In Access	<p>The NAIPS for Windows software permits access to the NAIPS mainframe by one of the following methods:</p> <ol style="list-style-type: none">1. Your own Internet Service Provider (ISP).2. Dialing direct to NAIPS (019 830 4767). This is charged as a local call. <p>To access NAIPS:</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td><ul style="list-style-type: none">• Download the NAIPS for Windows software from http://www.airservicesaustralia.com/brief/, or• Obtain it on CD-Rom from the Aviation Online Store on 1300 306630.</td></tr><tr><td>2</td><td>Use your registered user name and password.</td></tr></table> <p>For details on how to set up your PC, see Chapter 1 - Setting up a Dial-Up Connection.</p>	Steps	Procedures	1	<ul style="list-style-type: none">• Download the NAIPS for Windows software from http://www.airservicesaustralia.com/brief/, or• Obtain it on CD-Rom from the Aviation Online Store on 1300 306630.	2	Use your registered user name and password.
Steps	Procedures						
1	<ul style="list-style-type: none">• Download the NAIPS for Windows software from http://www.airservicesaustralia.com/brief/, or• Obtain it on CD-Rom from the Aviation Online Store on 1300 306630.						
2	Use your registered user name and password.						
Internet Browser	No additional software is required.						

Continued on next page

Introduction, Continued

Internet Access

By using the internet access to NAIPS software, the following services are available:

- SPFIB (Pre-Flight Briefing)
- SPFIB Full Text NOTAM
- Update SPFIB
- Update AvFax Briefing
- Location Briefing
- Area Briefing
- General Info / Forecast
- Special MET Briefing
- Flight Notification
- Flight File Directory
- First Light / Last Light
- Wind / Temperature Profile
- GPS RAIM
- Charts
- AvFax ID / AvFax Product Codes

An additional service, "Aircraft Profile", permits the storage of regular profiles. These may then be imported into a Flight Notification.

Screen Resolution

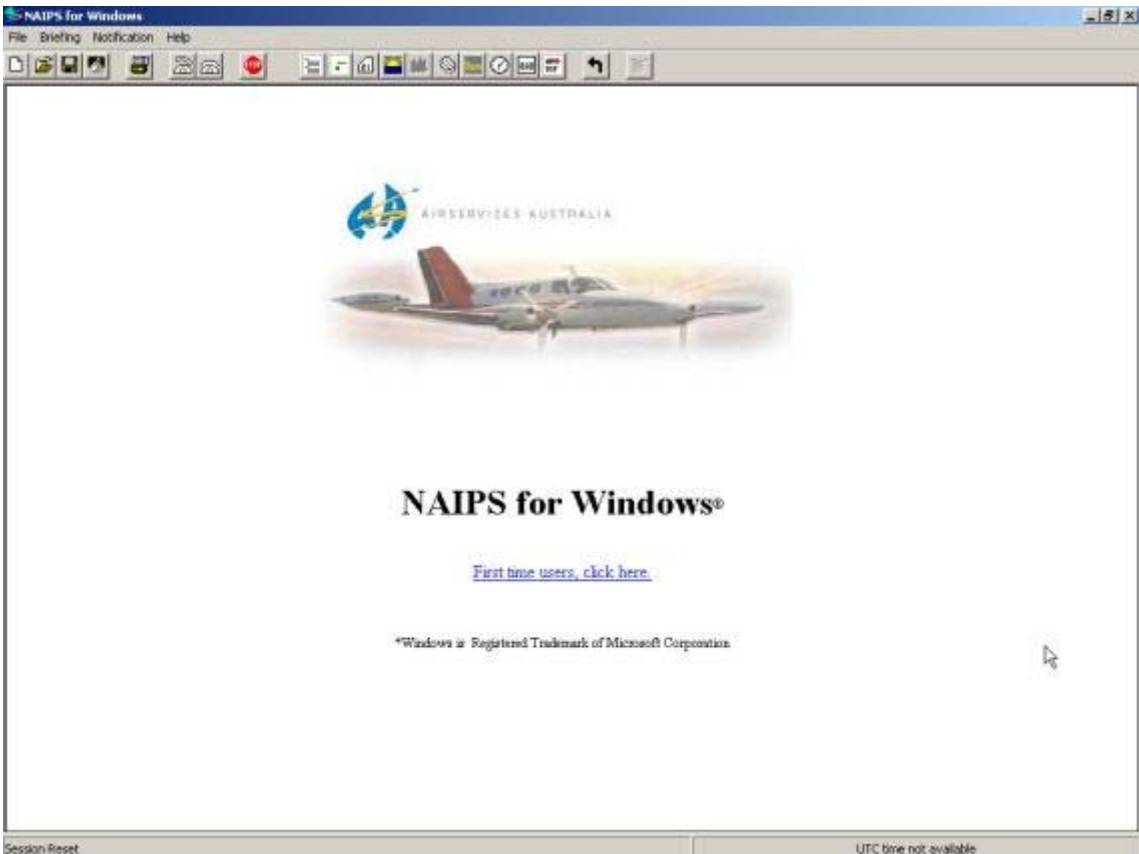
The recommended minimum screen resolution should be 800 pixels x 600 pixels. At this resolution, no scrolling within a form will be required.

A lower resolution (e.g. 640 x 480) does not fully accommodate the larger forms (e.g. Domestic Flight Notification). To complete the larger forms at this resolution, scrolling will be required.

Chapter 3

NAIPS Internet Service

Getting the Software To access the NAIPS for Windows, a software program must be downloaded from Airservices Australia's Internet site or obtained on CD-Rom from the Airservices Publications Centre.

Steps	Procedures
1	To download the program from the Airservices Australia web site, click the Pilot Centre button, then Pilot Briefing.
2	Click the Internet Client Software link. Follow the instructions on this page to download, unzip and install the program. Note: If necessary, obtain a registered user name and password. See the section entitled Registration in Chapter 2 for details.
3	Double click the nics.exe file to run the program. This will generate the following screen.  Note: After running the program, the standard opening screen has a link at the bottom of the screen --- "First time users click here". Online help is available by clicking Help in the pulldown menu system located at the top of the screen. Click Contents and follow the instructions on screen.

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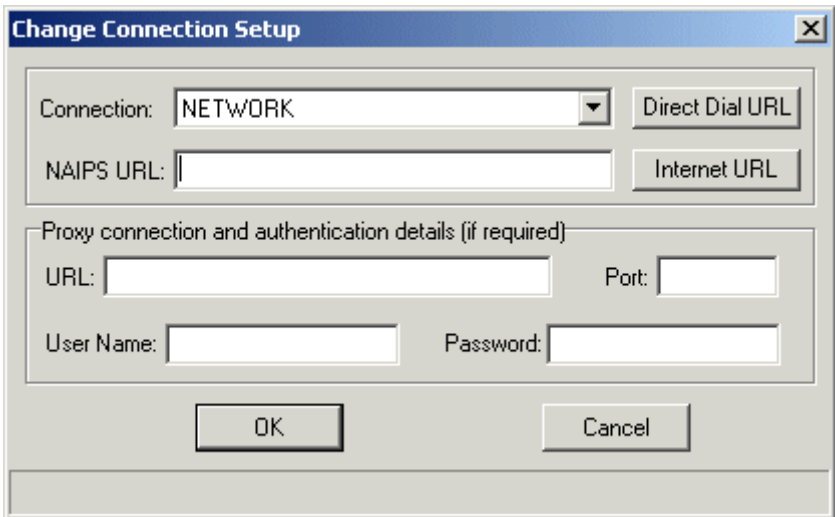
NAIPS Internet Service, Continued

First Time Access (Change NAIPS URL)

The NAIPS for Windows includes its own browser. No other software is required to run this program.

If intending to access NAIPS through the Airservices direct dial Pilot Access 019 service, a Dial-up Connection must first be configured for this purpose. See Chapter 1 for setup requirements.

When the program is accessed for the first time, proceed as follows, **before** logging on to NAIPS.

Steps	Procedures							
1	<p>Select the Change Connection Setup option from the File menu in the pulldown menu system.</p> <p>A Change Connection Setup form will be generated, as displayed below.</p> <div></div>							
2	<table><tr><th>Click this button . . .</th><th>if . . .</th></tr><tr><td>Internet URL (To insert the correct URL into the form)</td><td>Accessing NAIPS through a permanent internet connection or through a dial-up connection to an ISP.</td></tr><tr><td>Direct Dial URL</td><td>Accessing NAIPS through the Airservices Pilot Access 019 service (if you are using this through a company network).</td></tr></table>	Click this button . . .	if . . .	Internet URL (To insert the correct URL into the form)	Accessing NAIPS through a permanent internet connection or through a dial-up connection to an ISP.	Direct Dial URL	Accessing NAIPS through the Airservices Pilot Access 019 service (if you are using this through a company network).	
Click this button . . .	if . . .							
Internet URL (To insert the correct URL into the form)	Accessing NAIPS through a permanent internet connection or through a dial-up connection to an ISP.							
Direct Dial URL	Accessing NAIPS through the Airservices Pilot Access 019 service (if you are using this through a company network).							

Continued on next page

NAIPS Internet Service, Continued

First Time Access (Change NAIPS URL) (continued)

Steps	Procedures						
3	<p>Complete the Proxy connection and authentication details (if required).</p> <p>Note: The Proxy fields on the form must be left blank for the Airservices Dial-up connection.</p> <table><tr><th>Field</th><th>Details</th></tr><tr><td>Proxy URL and Port</td><td>Complete these fields only if required by your ISP or proxy server.</td></tr><tr><td>User Name and Password</td><td>Complete these fields only if accessing NAIPS through a proxy server or firewall which requires user authentication.</td></tr></table>	Field	Details	Proxy URL and Port	Complete these fields only if required by your ISP or proxy server.	User Name and Password	Complete these fields only if accessing NAIPS through a proxy server or firewall which requires user authentication.
Field	Details						
Proxy URL and Port	Complete these fields only if required by your ISP or proxy server.						
User Name and Password	Complete these fields only if accessing NAIPS through a proxy server or firewall which requires user authentication.						
4	<p>Click OK.</p> <p>The data entered into these fields will be saved when you attempt to log on to NAIPS.</p>						

Note: Utilising the procedures above should only be necessary:

- The first time you access the NAIPS for Windows
... or ...
- When you change the connection method.
(Example: Changing access from an ISP to direct access to NAIPS. Note that this can be done from the log on screen.)

Status

The status of a lodged request is noted in the status bar located at the bottom of the screen.

Messages appear in this area, noting the request and the status of that request.

Error messages also appear in the status bar.

Additionally, the browser used in this software collects all data before displaying it. During the connection process, a counter advises how much data (in bytes) has been received throughout the process.

Time

After logging on, time in UTC is displayed at the bottom right hand side of the screen in the status bar.


The initial UTC time is provided by NAIPS. Your PC then maintains the time until you log off.

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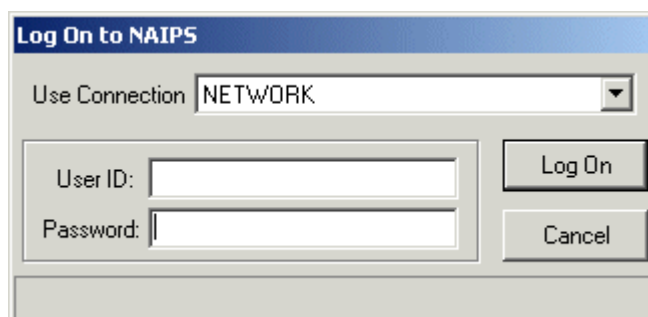
NAIPS Internet Service, Continued

Logging On for the First Time

Logging on to the internet service is accomplished by one of the following methods:

- Select the Log On to NAIPS option from the File menu in the pulldown menu system,
- Click the Log On icon  located on the icon bar.

The Log On to NAIPS form will be generated. An example of this form appears below.



Completing the Form

The information which you enter into each of the fields, will become your default log on and will appear each time you log on to NAIPS.

To move between fields, follow one of the procedures below.

- Place your cursor in each field and enter the appropriate information,
- Press the Tab key on your keyboard to move to the next field on the form.

Steps	Procedures
1	Click the down arrow at the end of the Use Connection field to display the list of available connections. Select the required connection service (one of the following). <ul style="list-style-type: none">• Your ISP• Aircservices direct dial connection.
2	Enter your registered user name (e.g. JSMITH) in the User ID field. Note: If you are not registered, complete a registration form at https://www.airservicesaustralia.com/brief/naipsreg.asp
3	Enter your registered password.
4	Click the Log On button to log on to NAIPS. If your PC is already connected to the selected connection, the log on request will be sent over the internet to NAIPS. If your PC is not connected to the internet, Windows will display a Dialing box (if automatic dial is enabled). In Windows 98 and Windows 2000, this box provides a prompt for selecting the required network connection.

Continued on next page

NAIPS Internet Service, Continued

Logging on Subsequent Times

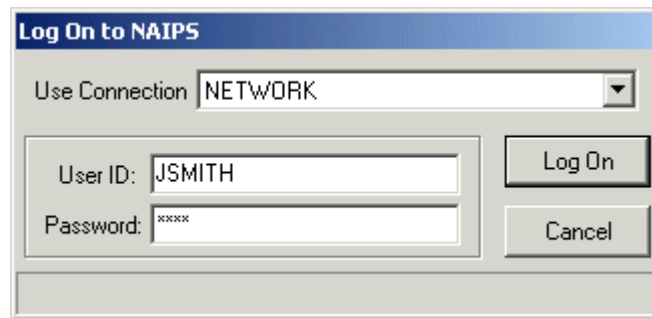
Connecting to the internet service in subsequent sessions requires the same logging on procedures as connecting for the first time. Use one of the following methods.

- Select the Log On to NAIPS option from the File menu in the pulldown menu system,

or

- Click the Log On icon  located on the icon bar.

The fields will contain your default information. This default information may be changed by entering new information into the field/s.



The image shows a Windows-style dialog box titled "Log On to NAIPS". It has a blue title bar. Inside, there is a "Use Connection" dropdown menu currently set to "NETWORK". Below this, there are two text input fields: "User ID:" containing "JSMITH" and "Password:" containing "xxxxx". To the right of these fields are two buttons: "Log On" and "Cancel".

After ensuring that the default information is correct, click the Log On button.


After logging on, the UTC time display in the status bar at the bottom of the screen will commence.

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NAIPS Internet Service, Continued

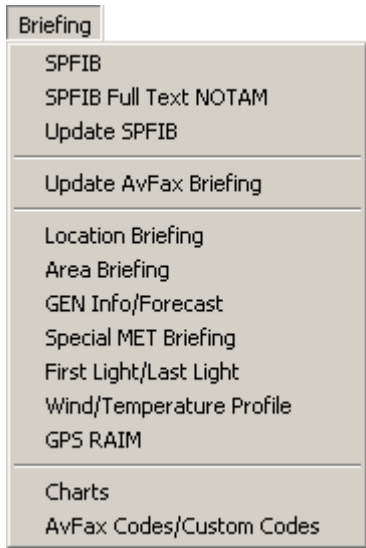
The Pulldown Menu System The internet service has five pull down menu systems, four active and one inactive, located at the top of the screen.

All information, forms and functions can be accessed from these menus. Each of the menus is displayed below.

Menu Title	Details																		
File	<p>Click File in the pull down menu system to access the following menu.</p>  <table><tr><th>Menu Item</th><th>Details</th></tr><tr><td>New Briefing Session Open Previously Saved Briefing Save Currently Displayed Briefing Print Currently Displayed Briefing Display / Print All Session Briefings Log On to NAIPS Log Off From NAIPS Abort Current Operation</td><td>The File menu items listed at the left may be accessed by:<ul style="list-style-type: none">Clicking on File in the pull down menu system and selecting the desired option,orClicking the appropriate icon located on the icon bar.Detailed information concerning each of these items is available later in this chapter.</td></tr><tr><td>Aircraft Profile</td><td>Detailed information on this form is available in Appendix B.</td></tr><tr><td></td><td>Select this item to:</td></tr><tr><td>Write Access Password</td><td>Change your write access password for discrete access to stored flight files.</td></tr><tr><td>Change Connection Setup</td><td>Enter / change the internet address for access to NAIPS.</td></tr><tr><td>Printer Setup</td><td>Set up local printer defaults.</td></tr><tr><td>Change Default Directory</td><td>Used to save information to another location other than default (e.g. USB or Network drive). Function is able on login.</td></tr><tr><td>Exit</td><td>Exit the application.</td></tr></table>	Menu Item	Details	New Briefing Session Open Previously Saved Briefing Save Currently Displayed Briefing Print Currently Displayed Briefing Display / Print All Session Briefings Log On to NAIPS Log Off From NAIPS Abort Current Operation	The File menu items listed at the left may be accessed by: <ul style="list-style-type: none">Clicking on File in the pull down menu system and selecting the desired option,orClicking the appropriate icon located on the icon bar. Detailed information concerning each of these items is available later in this chapter.	Aircraft Profile	Detailed information on this form is available in Appendix B.		Select this item to:	Write Access Password	Change your write access password for discrete access to stored flight files.	Change Connection Setup	Enter / change the internet address for access to NAIPS.	Printer Setup	Set up local printer defaults.	Change Default Directory	Used to save information to another location other than default (e.g. USB or Network drive). Function is able on login.	Exit	Exit the application.
Menu Item	Details																		
New Briefing Session Open Previously Saved Briefing Save Currently Displayed Briefing Print Currently Displayed Briefing Display / Print All Session Briefings Log On to NAIPS Log Off From NAIPS Abort Current Operation	The File menu items listed at the left may be accessed by: <ul style="list-style-type: none">Clicking on File in the pull down menu system and selecting the desired option,orClicking the appropriate icon located on the icon bar. Detailed information concerning each of these items is available later in this chapter.																		
Aircraft Profile	Detailed information on this form is available in Appendix B.																		
	Select this item to:																		
Write Access Password	Change your write access password for discrete access to stored flight files.																		
Change Connection Setup	Enter / change the internet address for access to NAIPS.																		
Printer Setup	Set up local printer defaults.																		
Change Default Directory	Used to save information to another location other than default (e.g. USB or Network drive). Function is able on login.																		
Exit	Exit the application.																		

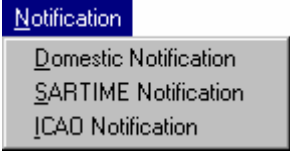

NAIPS Internet Service, Continued

The Pulldown Menu System (continued)

Menu Title	Details																												
Briefing	<p>Click Briefing in the pulldown menu system to access the following menu.</p>  <p>Detailed information concerning the functions of each of the items available in the Briefing menu is contained in the following pages of this manual.</p> <table border="1"> <thead> <tr> <th>Menu Item</th><th>Page</th></tr> </thead> <tbody> <tr> <td>SPFIB</td><td>28</td></tr> <tr> <td>SPFIB Full Text NOTAM</td><td>40</td></tr> <tr> <td>Update SPFIB</td><td>42</td></tr> <tr> <td>Update AvFax Briefing</td><td>45</td></tr> <tr> <td>Location Briefing</td><td>47</td></tr> <tr> <td>Area Briefing</td><td>50</td></tr> <tr> <td>GEN Info / Forecast</td><td>54</td></tr> <tr> <td>Special MET Briefing</td><td>56</td></tr> <tr> <td>First Light / Last Light</td><td>58</td></tr> <tr> <td>Wind/Temperature Profile</td><td>60</td></tr> <tr> <td>GPS RAIM</td><td>64</td></tr> <tr> <td>Charts</td><td>68</td></tr> <tr> <td>AvFax Briefing</td><td>70</td></tr> </tbody> </table>	Menu Item	Page	SPFIB	28	SPFIB Full Text NOTAM	40	Update SPFIB	42	Update AvFax Briefing	45	Location Briefing	47	Area Briefing	50	GEN Info / Forecast	54	Special MET Briefing	56	First Light / Last Light	58	Wind/Temperature Profile	60	GPS RAIM	64	Charts	68	AvFax Briefing	70
Menu Item	Page																												
SPFIB	28																												
SPFIB Full Text NOTAM	40																												
Update SPFIB	42																												
Update AvFax Briefing	45																												
Location Briefing	47																												
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GEN Info / Forecast	54																												
Special MET Briefing	56																												
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AvFax Briefing	70																												

NAIPS Internet Service, Continued

The Pulldown Menu System (continued)



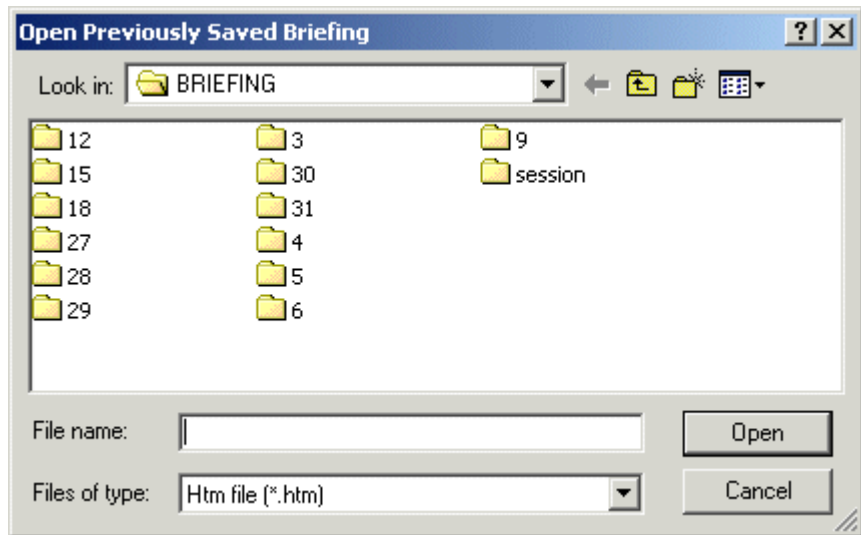
Menu Title	Details								
Notification	<p>Click Notification in the pulldown menu system to access the following menu.</p>  <p>Detailed information concerning the functions of each of the items available in the Notification menu is contained in the following pages of this manual.</p> <table><tr><th>Menu Item</th><th>Page</th></tr><tr><td>Domestic Notification</td><td>72</td></tr><tr><td>SARTIME Notification</td><td>91</td></tr><tr><td>ICAO Notification</td><td>72</td></tr></table>	Menu Item	Page	Domestic Notification	72	SARTIME Notification	91	ICAO Notification	72
Menu Item	Page								
Domestic Notification	72								
SARTIME Notification	91								
ICAO Notification	72								
Help	<p>Click Help in the pulldown menu system to access the following menu.</p>  <p>Detailed information concerning the functions of each of the items available in the Help menu is provided in the table below.</p> <table><tr><th>Menu Item</th><th>Click this item to:</th></tr><tr><td>Contents</td><td>Access the comprehensive online Help file.</td></tr><tr><td>About</td><td>View the following:<ul style="list-style-type: none">• Version Number• Feedback Details• Developer</td></tr></table>	Menu Item	Click this item to:	Contents	Access the comprehensive online Help file.	About	View the following: <ul style="list-style-type: none">• Version Number• Feedback Details• Developer		
Menu Item	Click this item to:								
Contents	Access the comprehensive online Help file.								
About	View the following: <ul style="list-style-type: none">• Version Number• Feedback Details• Developer								

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NAIPS Internet Service, Continued

Icons


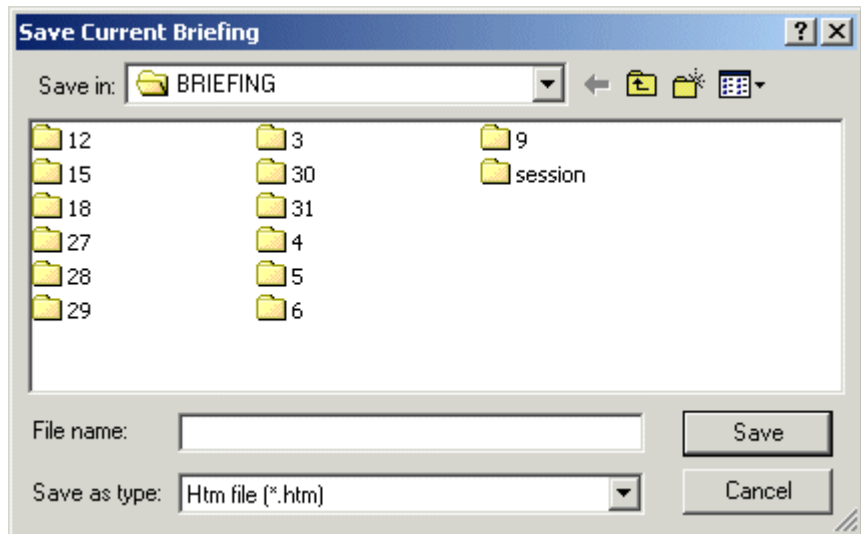

Eighteen icons are located on the icon bar, located directly beneath the pulldown menu system. An explanation of each is provided below.

Icon	Title	Click this icon to:
	New	Clear the main display screen and start a fresh briefing session.
	Open Previously Saved Briefing	<p>Open a previously saved briefing.</p> <p>Clicking the Open Previously Saved Briefing icon will generate an Open Previously Saved Briefing box. An example of this box appears below.</p> <div data-bbox="531 723 1396 1256"></div> <ol style="list-style-type: none">1. Click the name of the required file from the displayed file selection box.2. Click the Open button. <p>The file contents will be displayed on the main screen.</p>

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NAIPS Internet Service, Continued



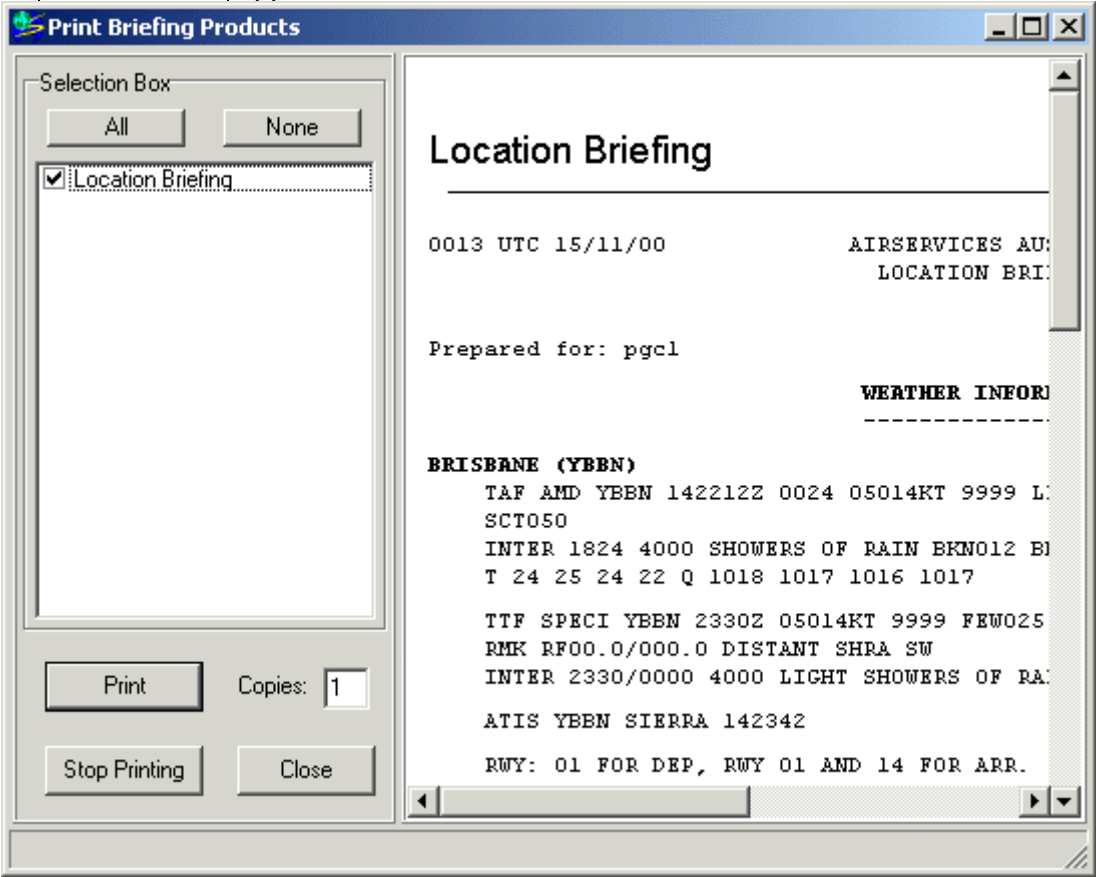

Icons (continued)

Icon	Title	Click this icon to:
	Save Currently Displayed Briefing	<p>Save the currently displayed briefing data to a file.</p> <p>Clicking the Save Currently Displayed Briefing icon will generate a Save Current Briefing box. An example of this box appears below.</p> <div data-bbox="531 591 1396 1122"></div> <ol style="list-style-type: none">1. In the 'File name' field, enter the name under which the displayed briefing is to be saved, or select an existing briefing to overwrite. The name should normally be entered without a file extension (e.g. abc09). The file will be saved with a '.txt' extension. This allows the file to be loaded back into the program with the Open function and also allows the file to be read by NotePad.2. Click the Save Currently Displayed Briefing button.
	Print currently displayed briefing	Print the briefing currently displayed on screen.

Continued on next page

NAIPS Internet Service, Continued













Icons (continued)

Icon	Title	Click this icon to:
	Display / Print All Session Briefings	<p>Print all briefing text data received from NAIPS.</p> <p>Printing the information that has been obtained from NAIPS is accomplished by one of the following methods.</p> <ul style="list-style-type: none"> Select the Display/Print All Session Briefings option from the File menu in the pulldown menu system, or Click the Display/Print All Session Briefings icon  located on the icon bar. <p>The Print Briefing Products box will be generated. An example of this box appears below.</p>
		
		<p>The quick-look window to the right displays all briefing material available for printing. Clicking on a briefing product in the Selection Box will position the quick-look view to that product. A check mark against a product indicates that it will be printed.</p>
	Log On	Log on to NAIPS.

Continued on next page

NAIPS Internet Service, Continued

Icons (continued)

Icon	Title	Click this icon to:
	Log Off	Log off from NAIPS.
	Abort	Cancel the current submission request to NAIPS.
	SPFIB	Open an SPFIB form.
	Location Briefing	Open a Location Briefing form.
	Area Briefing	Open an Area Briefing form.
	First Light / Last Light	Open a First Light / Last Light form.
	AvFax Briefing	Open an AvFax Briefing form.
	Domestic Notification	Open a Domestic Flight Notification form.
	SARTIME Notification	Open a SARTIME Notification form.
	ICAO Notification	Open an ICAO Flight Notification form.
	Show Last Request	Display the form last submitted to NAIPS.
	Last SPFIB Full Text NOTAM	Obtain a list of full text NOTAM that can be generated from the last SPFIB requested. This icon is only active when the last SPFIB obtained contains NOTAM in one-line summary format.

Chapter 4

Specific Pre-Flight Information Bulletin (SPFIB)


Introduction MET and NOTAM information relevant to departure, destination and enroute locations may be obtained through the SPFIB.

An SPFIB can be valid for a period of one hour to 240 hours. The default validity time is 24 hours. An SPFIB can be obtained for up to a maximum of 10 flight stages.

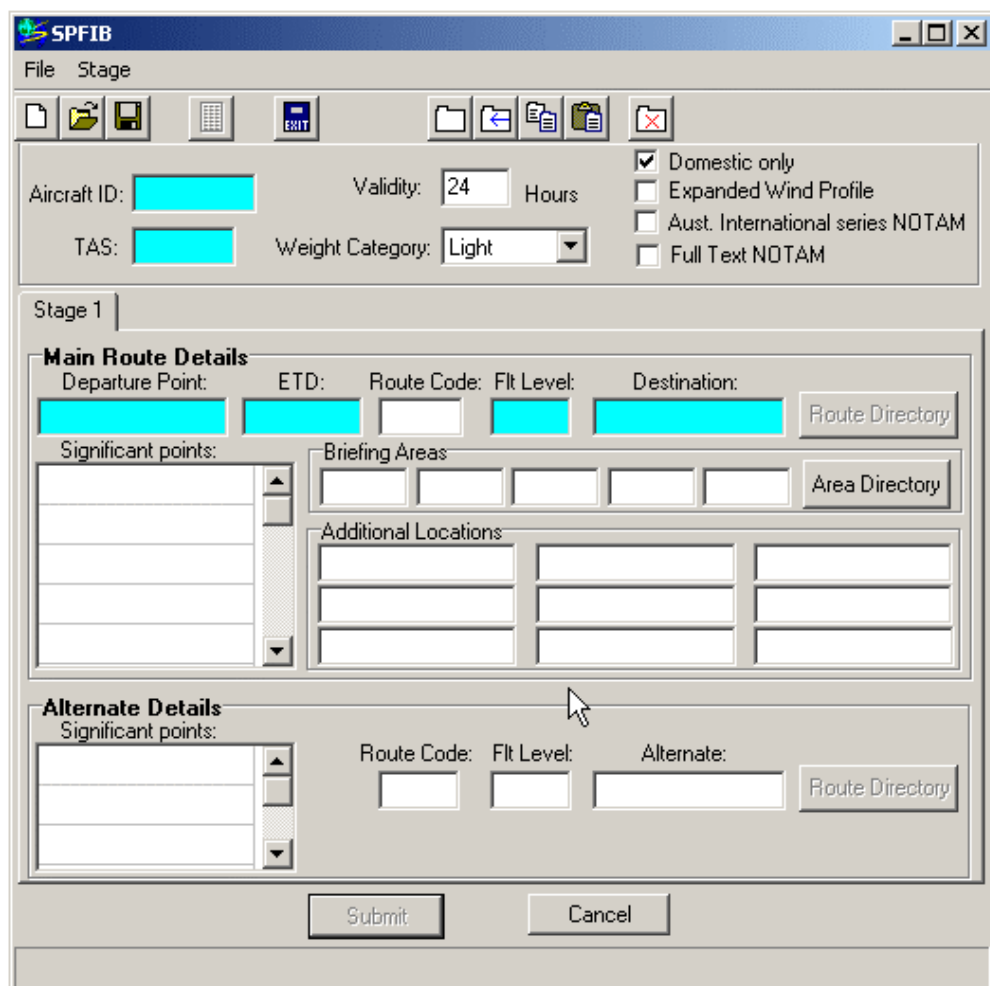
Accessing the Form An SPFIB form can be generated by one of the following methods:

- From the Briefing menu in the pulldown menu system, select the SPFIB option,

or

- Click the SPFIB icon  located on the icon bar.

An example of this form appears below.



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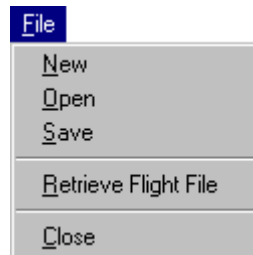
Specific Pre-Flight Information Bulletin (SPFIB), Continued

Status Bar

A status bar is located at the bottom of the form. Messages appear in this area, noting the request and status of that request. Error messages also appear in the status bar.

Pulldown Menu System and Icons

Clicking on File in the pulldown menu system at the top of the SPFIB form will access the following menu.



The five File menu items may be accessed by:




- Selecting the desired option from the File menu,

or

- Clicking the appropriate icon located on the icon bar.

Note: Five additional icons are located on the icon bar.



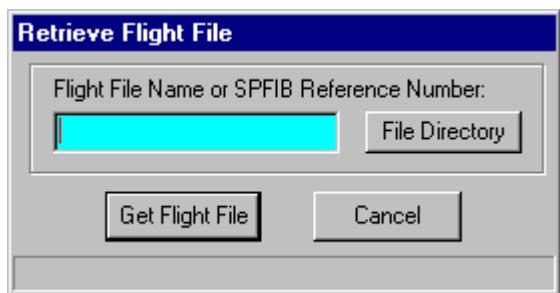

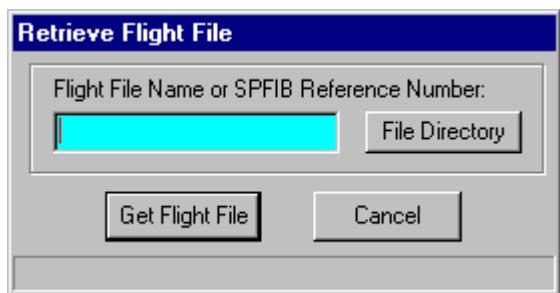

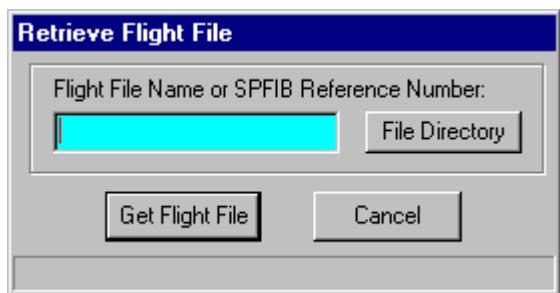
An explanation of the function of each of the ten icons is provided below.

Icon	Title	Click this icon to:
	New	Clear all previously entered data.
	Open	Open previously saved files.
	Save	Save SPFIB form defaults.

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued


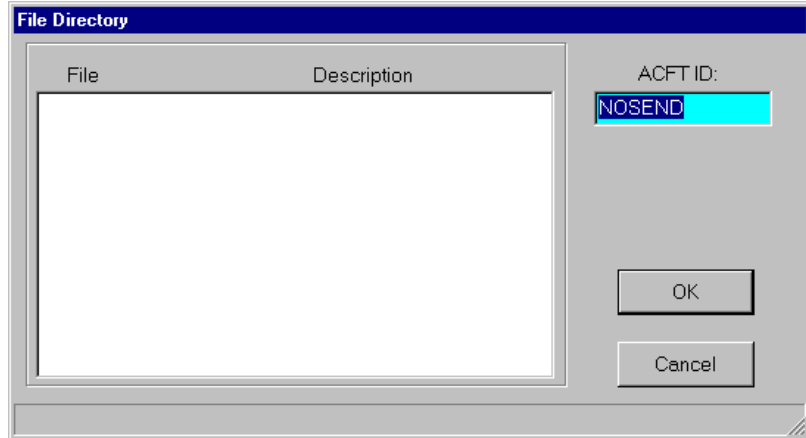



Pulldown Menu System and Icons (continued)

Icon	Title	Click this icon to:								
	Retrieve Flight File	<p>Retrieve a flight file saved in NAIPS.</p> <p>Flight files can store, on behalf of users, regular SPFIB defaults on the system, instead of on your hard drive. Each flight file is allocated a name, which, if entered, will save data entry time. Data will appear as default values.</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td><p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p><p>A Retrieve Flight File form will be generated. See the example below.</p><div data-bbox="703 864 1265 1155"></div></td></tr><tr><td>2</td><td>Enter the flight file name or SPFIB reference number.</td></tr><tr><td>3</td><td>Click the Get Flight File button.</td></tr></table>	Steps	Procedures	1	<p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p> <p>A Retrieve Flight File form will be generated. See the example below.</p> <div data-bbox="703 864 1265 1155"></div>	2	Enter the flight file name or SPFIB reference number.	3	Click the Get Flight File button.
Steps	Procedures									
1	<p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p> <p>A Retrieve Flight File form will be generated. See the example below.</p> <div data-bbox="703 864 1265 1155"></div>									
2	Enter the flight file name or SPFIB reference number.									
3	Click the Get Flight File button.									

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued




Pulldown Menu System and Icons (continued)

Icon	Title	Click this icon to:	
	Retrieve Flight File (continued)	Note	<p>If you have forgotten the flight file name, click the File Directory button. An example of the File Directory form appears below.</p> <div data-bbox="587 495 1396 931"></div> <p>a. Enter the aircraft ID. b. Click OK.</p> <p>A list of flight files associated with the aircraft ID will be presented.</p> <p>a. Select a flight file. b. Click OK.</p>
	Close	<p>Close the currently displayed SPFIB form.</p> <p>Note: The field data that was entered before you closed the form will appear when you next access an SPFIB form from the pulldown menu system on the main menu screen.</p>	
	Add Another Stage	<p>Add more stages to the form. Up to 10 stages can be requested.</p>	
	Insert Stage	<p>Insert a stage in front of the stage you are in.</p>	

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued

Pulldown Menu System and Icons (continued)

Icon	Title	Click this icon to:
	Copy Stage	Copy all information from a stage to the clipboard. This can then be inserted into a new stage with the paste icon.
	Paste into Stage	Paste information from the clipboard into the current stage.
	Delete Stage	Delete the current stage.

Entering Data To enter data into any field on the SPFIB form:

1. Place your cursor in the field.
2. Click once on the mouse button.
3. Type the appropriate information.

Follow the procedures below to move between and within fields.

Field Type	Procedures
Unscrollable	Press the Tab key on your keyboard to move from one unscrollable field to the next.
Scrollable	<p>Use the up and down arrow keys on your keyboard to move within scrollable fields.</p> <p>After data entry is complete within the scrollable fields, press the Tab key on your keyboard to move to the next unscrollable field on the form.</p> <p>Note: The only scrollable fields in this form are the Significant Points fields.</p>

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued

Completing the Form

The following table provides detailed information and instructions for entering appropriate data in each field contained in the SPFIB form.

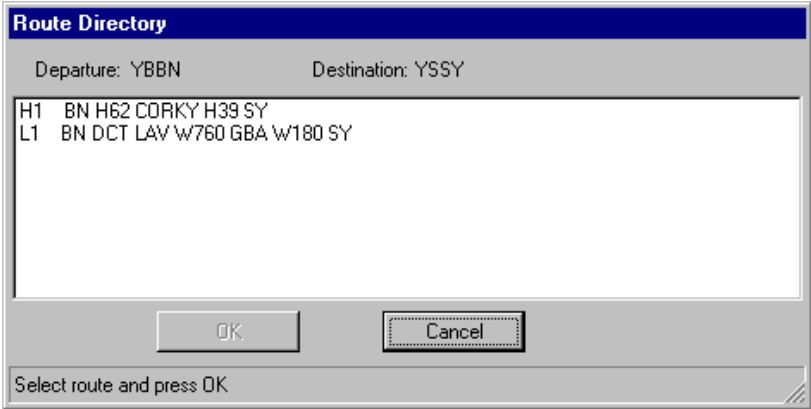
Note that the blue-shaded areas on screen indicate that entering appropriate information into the field is compulsory.

Field Title	Details								
Aircraft ID	Enter the aircraft ID.								
TAS	Enter the true airspeed of the aircraft as N followed by four figures (e.g. N0200 = 200 knots).								
Validity	An SPFIB can be valid for a period of one hour to 240 hours. The default validity time is 24 hours.								
Weight Category	<p>A pulldown menu provides the following options:</p> <table border="1"> <thead> <tr> <th>Category (As listed in AIP)</th><th>Details</th></tr> </thead> <tbody> <tr> <td>L --- Light</td><td>Aircraft with a maximum takeoff mass of 7,000 kg or less.</td></tr> <tr> <td>M --- Medium</td><td>Aircraft with a maximum takeoff mass of between 7,000 kg and 136,000 kg.</td></tr> <tr> <td>H --- Heavy</td><td>Aircraft with a maximum takeoff mass of 136,000 kg or greater.</td></tr> </tbody> </table> <p>This field is used to screen out inappropriate NOTAM for your aircraft.</p>	Category (As listed in AIP)	Details	L --- Light	Aircraft with a maximum takeoff mass of 7,000 kg or less.	M --- Medium	Aircraft with a maximum takeoff mass of between 7,000 kg and 136,000 kg.	H --- Heavy	Aircraft with a maximum takeoff mass of 136,000 kg or greater.
Category (As listed in AIP)	Details								
L --- Light	Aircraft with a maximum takeoff mass of 7,000 kg or less.								
M --- Medium	Aircraft with a maximum takeoff mass of between 7,000 kg and 136,000 kg.								
H --- Heavy	Aircraft with a maximum takeoff mass of 136,000 kg or greater.								
Domestic Only	De-select this option if the flight is proceeding outside of Australia.								
Expanded Wind Profile	<p>This field is relevant to flights receiving a wind / temperature profile above FL120.</p> <p>If not selected, the wind / temperature profile will be provided for a direct route between the departure and destination. Headwind / tailwind component (COMP) and cross track (XTRK) information will not be supplied.</p> <p>If selected, wind / temperature profile will be provided between each set of turning points including COMP and XTRK information.</p>								
Aust. International Series NOTAM	If selected, all Australian NOTAM provided will be in international format as full text (relevant to International flights only).								
Stage	<p>The following fields are located in each Stage.</p> <table border="1"> <thead> <tr> <th colspan="2">Main Route Details</th></tr> <tr> <th>Field Title</th><th>Details</th></tr> </thead> <tbody> <tr> <td>Departure Point</td><td>Enter the location name or latitude and longitude of the departure aerodrome.</td></tr> <tr> <td>ETD</td><td>Enter a four- or six-figure time UTC for the estimated time of departure for this stage of the flight.</td></tr> </tbody> </table>	Main Route Details		Field Title	Details	Departure Point	Enter the location name or latitude and longitude of the departure aerodrome.	ETD	Enter a four- or six-figure time UTC for the estimated time of departure for this stage of the flight.
Main Route Details									
Field Title	Details								
Departure Point	Enter the location name or latitude and longitude of the departure aerodrome.								
ETD	Enter a four- or six-figure time UTC for the estimated time of departure for this stage of the flight.								

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued

Completing the Form (continued)

Field Title	Details	
Stage (continued)	Main Route Details (continued)	
	Field Title	Details
	Route Code	<p>The use of stored routes will minimise the time taken in compiling SPFIB and flight notifications.</p> <p>NAIPS stores in excess of two thousand regularly used routes and attaches standard briefing lists to these routes. These lists cover all MET and NOTAM requirements for the route.</p> <p>For additional detail on stored routes and ad hoc routes, see Appendix A.</p> <p>To retrieve a list of stored routes between the Departure and Destination points:</p> <ol style="list-style-type: none"> Click the Route Directory button. A list of stored routes with the associated route codes will be provided. See an example below.  <ol style="list-style-type: none"> Highlight the route required and click OK. <p>An alternative is to enter direct (DCT). If this option is chosen, the information automatically included in the SPFIB will be limited to:</p> <ul style="list-style-type: none"> MET and NOTAM information for the departure and destination aerodrome, except where the departure or destination is entered as a latitude and longitude. GRIB winds for levels above FL120.

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Specific Pre-Flight Information Bulletin (SPFIB), Continued

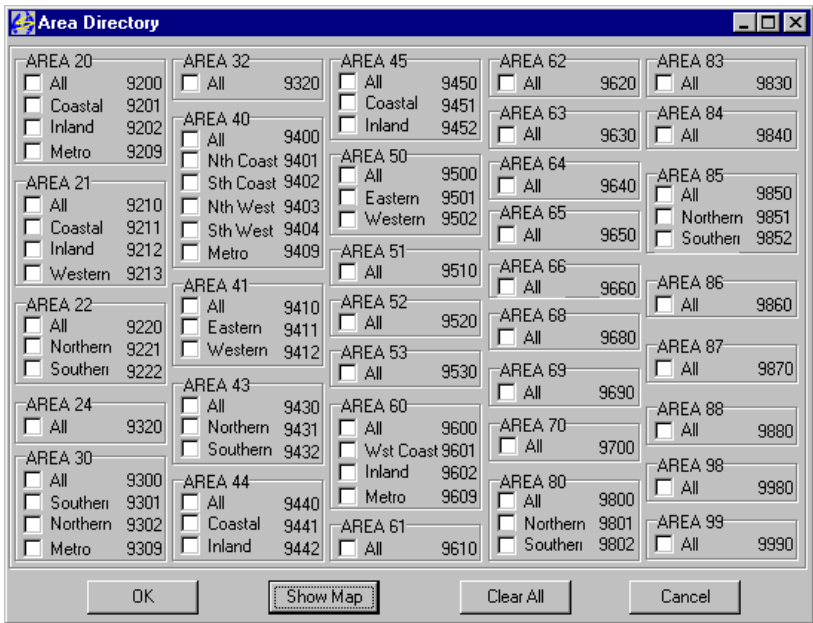
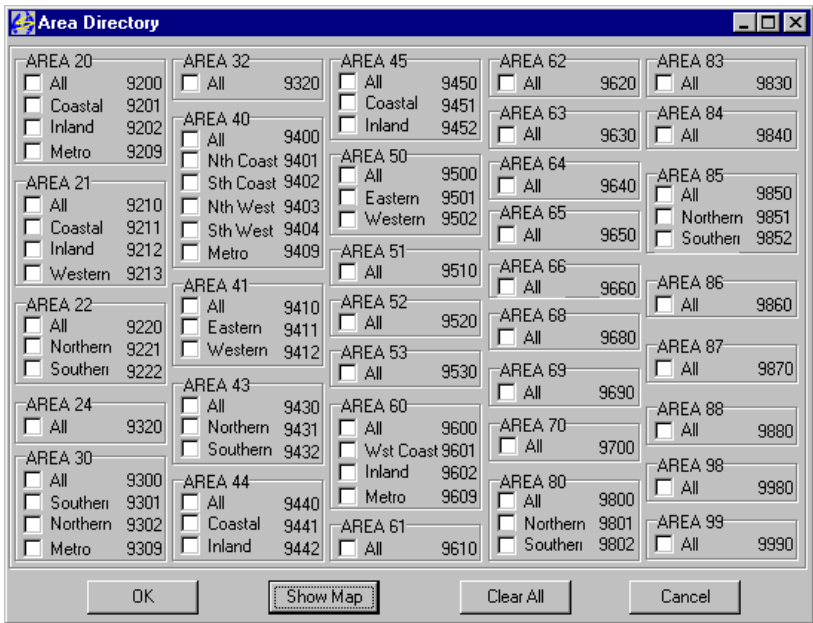
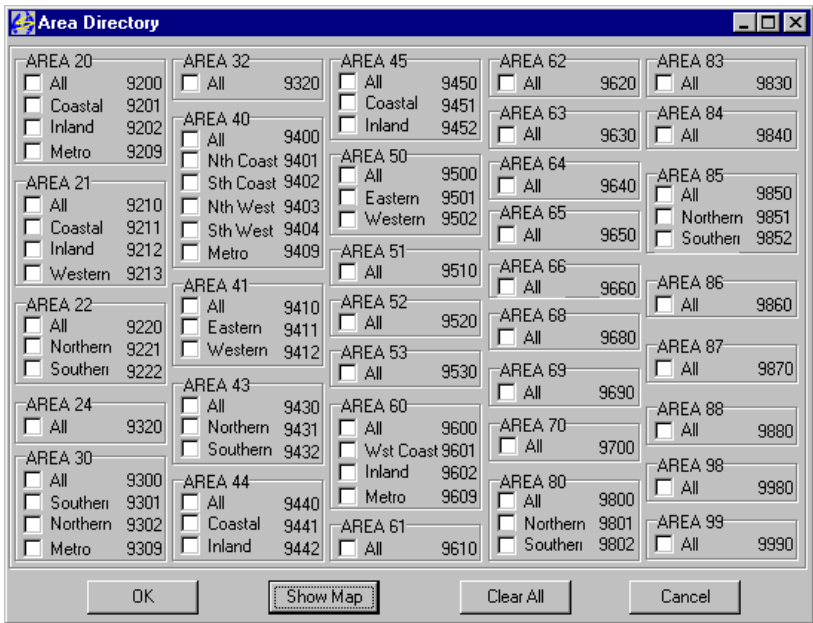
Completing the Form (continued)

Field Title	Details	
Stage (continued)	Main Route Details (continued)	
	Field Title	Details
	Route Code (continued)	<p>If you do not wish to use any of these options, proceed to the Significant points field and enter the relevant turning points.</p> <p style="text-align: center;">Significant Points</p> <p>Significant points are used for the wind profile report and are not necessarily locations which have associated MET or NOTAM information.</p> <p>Up to 30 turning points can be entered using location name or latitude and longitude.</p>
	Flt Level	<p>Enter the cruising level for the route to be flown as one of the following:</p> <ul style="list-style-type: none"> • F Flight level followed by three figures (e.g. F330), <li style="text-align: center;">or • A Altitude in hundreds of feet followed by three figures (e.g. A045). <p>This information is used to filter NOTAM provided in the SPFIB.</p>
	Destination	Enter the location name, authorised abbreviation or latitude and longitude of the departure aerodrome.
	Briefing Areas	<p>A Briefing Area is an area which is coincident with the ARFOR areas.</p> <p>Briefings provided for these areas consist of the Area Forecast and NOTAM information for locations within the area plus a buffer of 20 nm.</p> <p>Up to five (5) Briefing Area codes may be selected.</p> <p>The Briefing Areas field/s can be completed by selecting the Area Directory.</p> <p>Click the Area Directory button to access a presentation of available Briefing Areas.</p>

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Specific Pre-Flight Information Bulletin (SPFIB), Continued

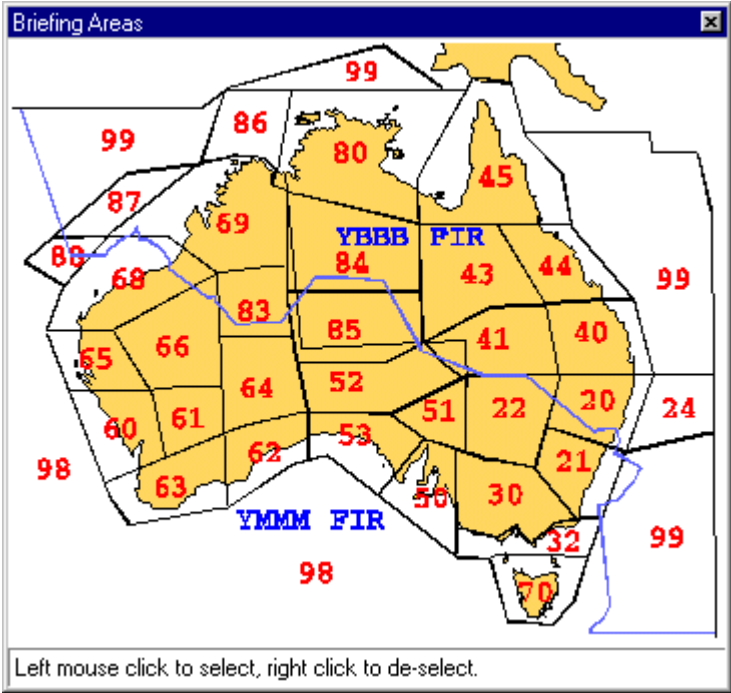
Completing the Form (continued)

Field Title	Details				
Stage (continued)	<p align="center">Main Route Details (continued)</p> <table border="1"> <thead> <tr> <th>Field Title</th><th>Details</th></tr> </thead> <tbody> <tr> <td>Area Directory</td><td> <p>Select the required areas (up to five) and click OK.</p> <p>The appropriate four-digit number/s will appear in the Briefing Areas field/s on the SPFIB form.</p> <p>An example of the Area Directory is provided below.</p>  </td></tr> </tbody> </table>	Field Title	Details	Area Directory	<p>Select the required areas (up to five) and click OK.</p> <p>The appropriate four-digit number/s will appear in the Briefing Areas field/s on the SPFIB form.</p> <p>An example of the Area Directory is provided below.</p> 
Field Title	Details				
Area Directory	<p>Select the required areas (up to five) and click OK.</p> <p>The appropriate four-digit number/s will appear in the Briefing Areas field/s on the SPFIB form.</p> <p>An example of the Area Directory is provided below.</p> 				

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued

Completing the Form (continued)

Field Title	Details	
Stage (continued)	Main Route Details (continued)	
	Field Title	Details
	Area Directory (continued)	<p>For assistance in choosing the appropriate Briefing Area/s, click the Show Map button at the bottom of the form. A map of Australia appears (see below), displaying all Briefing Areas and their Area numbers.</p>  <p>To download the information into the Area Directory, use the left mouse button to click the desired area/s on the map.</p> <p>Click with the right mouse button to de-select an area.</p>

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued

Completing the Form (continued)

Field Title	Details	
Stage (continued)	Main Route Details (continued)	
	Field Title	Details
	Additional Locations	Enter other locations for which a briefing is required. This option will provide MET and NOTAM specific to the selected location(s). Note: Locations in all areas can be entered in any of the following formats: <ul style="list-style-type: none">• Full name (Brisbane)• ICAO four-letter designator (YBBN)• Navaid identifier (BN)
	Alternate Details	
	If you require information to an alternate aerodrome, enter the location for the alternate in the Alternate field. Note that the instructions for completing the remaining fields in the Alternate Details section are identical to the Main Route Details.	

Generating an SPFIB After completing the appropriate fields on the SPFIB form, click the Submit button at the bottom of the form.

Errors If there has been an error in completing the form, an error message appears in the Status bar.

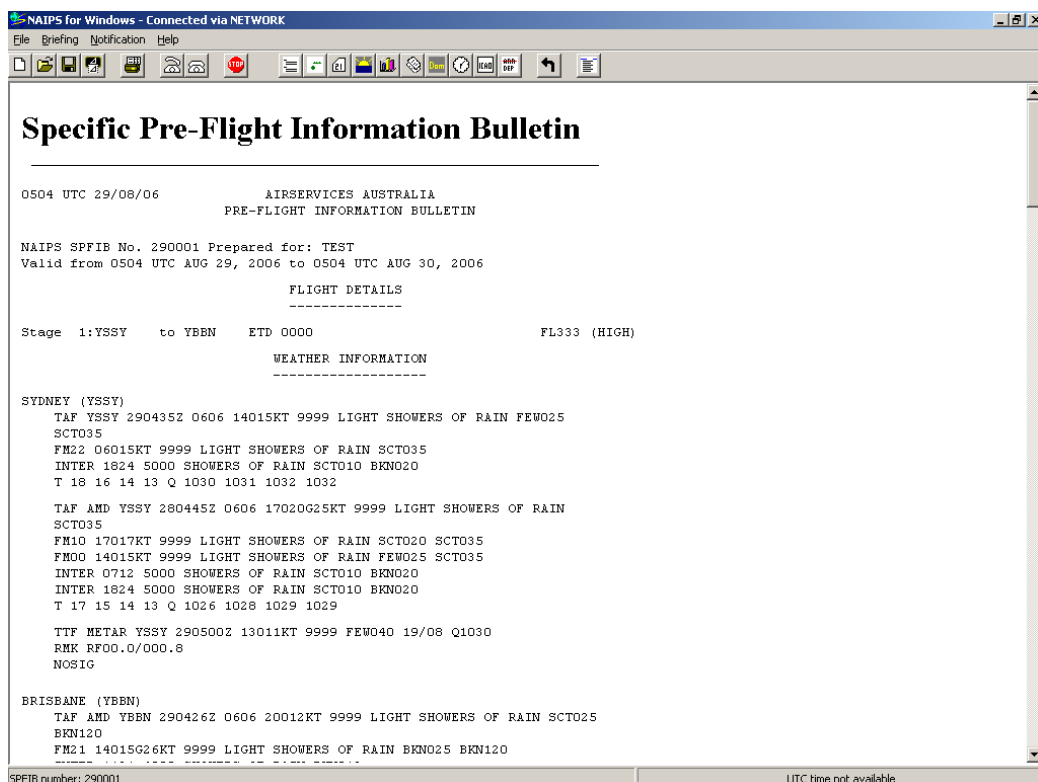
Errors
Follow these procedures: <ol style="list-style-type: none">1. Correct the error/s.2. Click Submit.

Continued on next page

Specific Pre-Flight Information Bulletin (SPFIB), Continued

Successful SPFIB

If there were no errors, an SPFIB will appear on the main screen. An example of a successful SPFIB appears below.



Printing an SPFIB

To print an SPFIB, select one of the following methods:

- From the File menu in the pulldown menu system, select the Print Currently Displayed Briefing option,

or

- Click the Print Currently Displayed Briefing icon  located on the icon bar.

SPFIB Number

An SPFIB number is located below the time and date of compilation (at the top left hand corner of the message). This number is also displayed on the Status Bar, located at the bottom of the screen, when the SPFIB data retrieval is completed. It is a five- or six-digit number, unique to each SPFIB.

This number must be quoted for any update to the SPFIB when:

- Using the Update SPFIB function from the pulldown menu system
- Contacting the Briefing Office
- Inflight by calling Flightwatch

Chapter 5

SPFIB Full Text NOTAM

Introduction NOTAM which have been active for more than seven (7) days are shown on an SPFIB as a one-line summary.

The full text for each of these NOTAM is available.

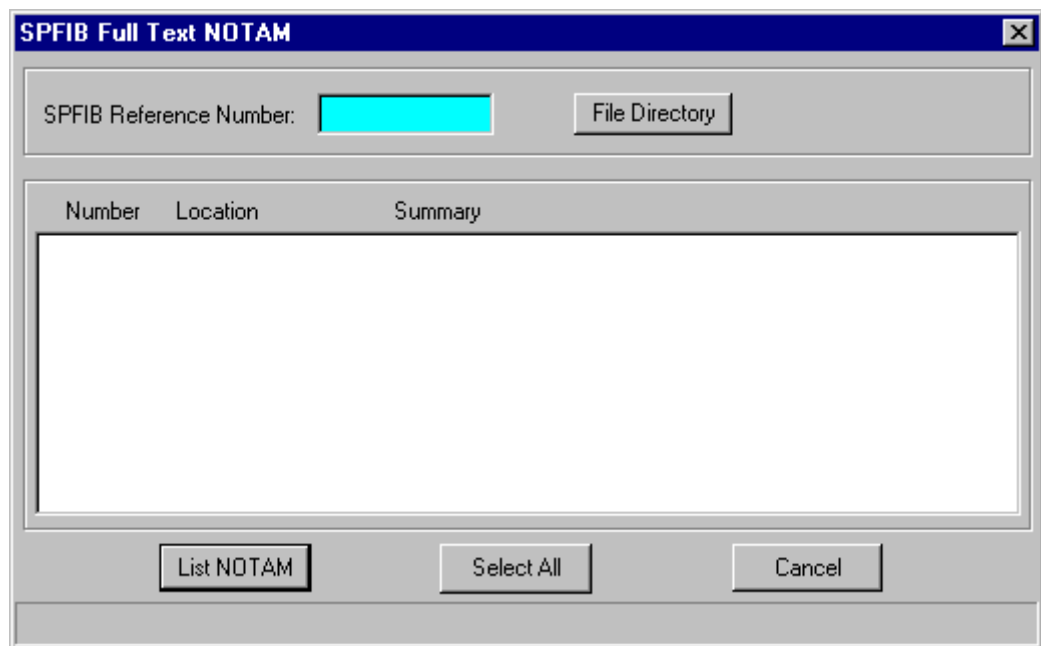
Accessing the Form An SPFIB Full Text NOTAM form can be generated by one of the following methods.

- From the Briefing menu in the pulldown menu system, select the SPFIB Full Text NOTAM option,

or

- Click the SPFIB Full Text NOTAM icon  located on the icon bar.

An example of this form appears below.



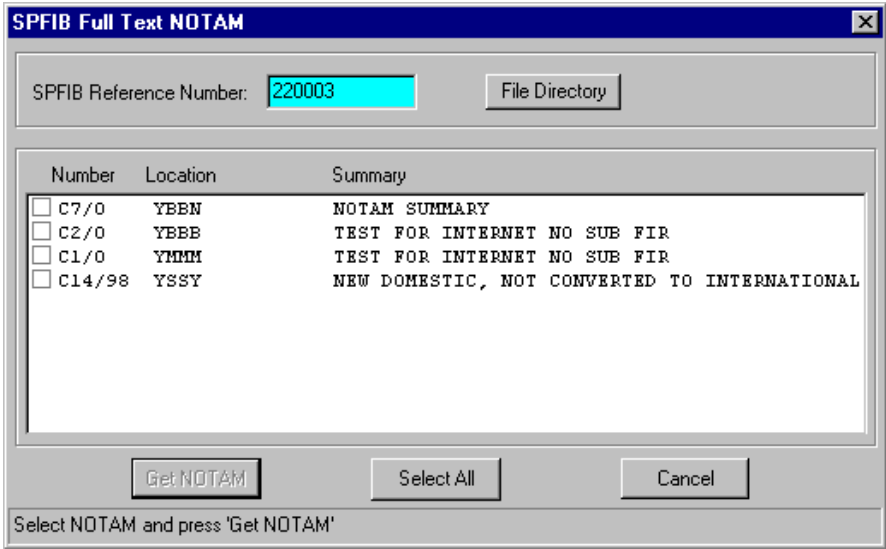
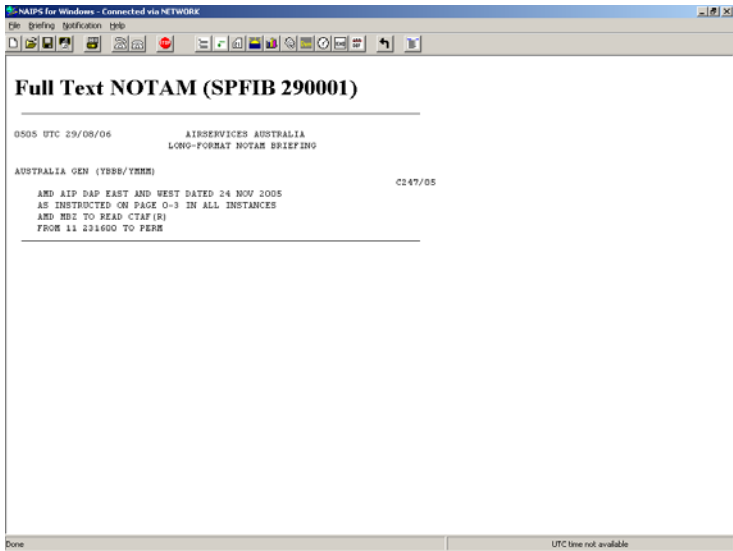
Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Continued on next page

SPFIB Full Text NOTAM, Continued

Completing the Form

Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

Steps	Procedures
1	The last SPFIB number should be inserted automatically, but, if not, enter the SPFIB reference number which appeared at the top of the original SPFIB.
2	<p>Click the List NOTAM button. A list of NOTAM, relevant to the SPFIB, will be displayed.</p> 
3	<p>Select the required full text NOTAM by clicking the corresponding check box. To retrieve all NOTAM, click the Select All button.</p>
4	<p>Click Get NOTAM. Full text NOTAM will be displayed. These can be printed. An example appears below.</p> 

Chapter 6

Update SPFIB

Introduction An update to a previously generated SPFIB may be obtained through this menu item.

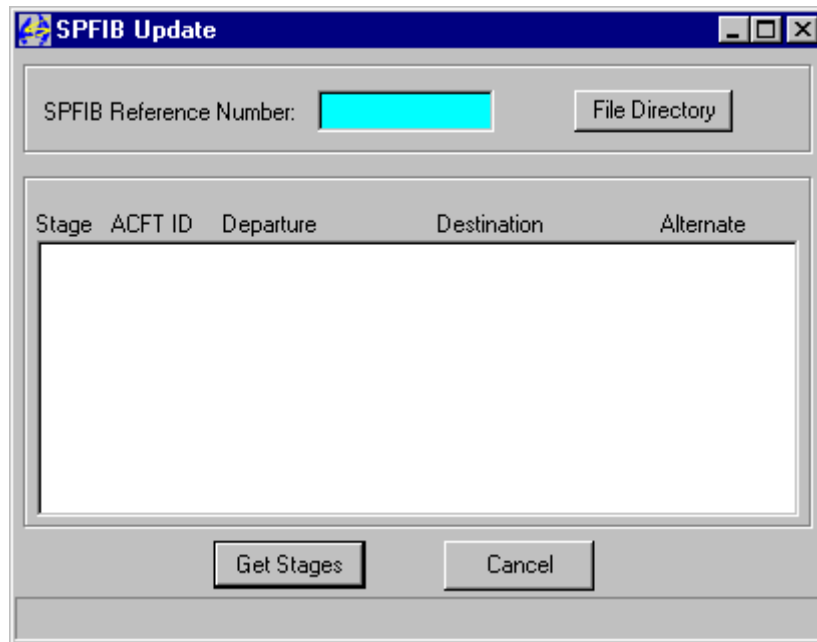
The update will contain any data issued since the generation of the original SPFIB. New NOTAM and MET products will appear as full text.

Only information that has changed will be provided.

The locations which have remained unchanged since the briefing will not be presented.

Accessing the Form From the Briefing menu in the pulldown menu system, select the Update SPFIB option.

An SPFIB Update form will be generated. An example of this form appears below.



Stage	ACFT ID	Departure	Destination	Alternate
-------	---------	-----------	-------------	-----------

Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

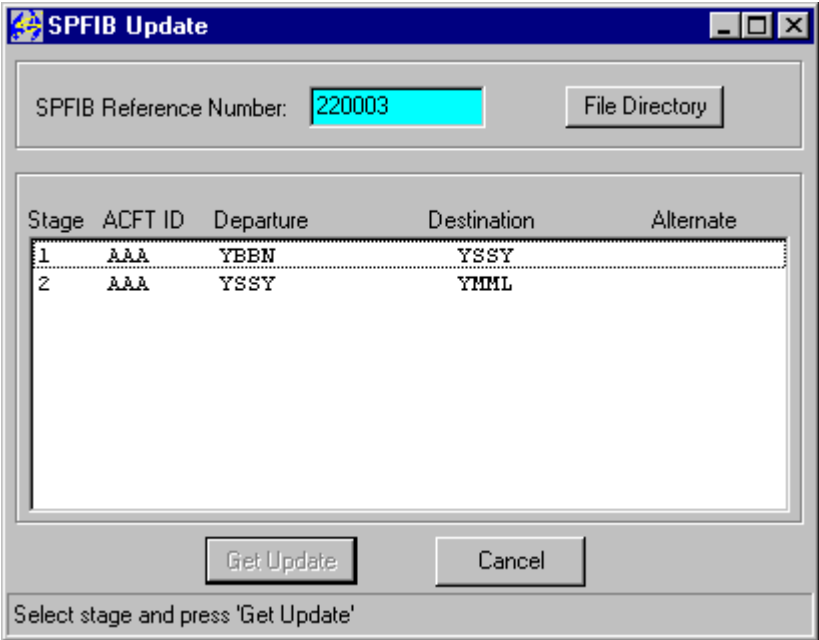
Continued on next page

Update SPFIB, Continued

Completing the Form

The table below provides details of the required procedures for updating an SPFIB.

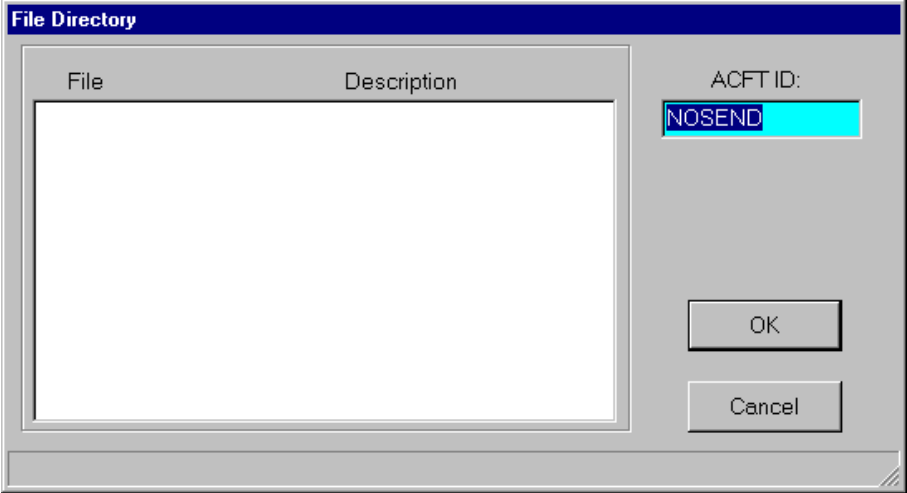
Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

Steps	Procedures
1	Enter the unique SPFIB reference number which appeared at the top of the original SPFIB.
2	Click the Get Stages button. A list of stages in the selected SPFIB will be presented. 
3	Select the stage you wish to update.
4	Click the Get Update button. The SPFIB reference number will be inserted into the SPFIB Update form.

Continued on next page

Update SPFIB, Continued

Completing the Form (continued)

Steps	Procedures
Note	<p>If you have forgotten the SPFIB reference number, click the File Directory button. An example of the File Directory form appears below.</p>  <p>a. Enter the aircraft ID. b. Click OK.</p> <p>A list of SPFIBs associated with the aircraft ID will be presented.</p> <p>a. Select an SPFIB. b. Click OK.</p>

Chapter 7

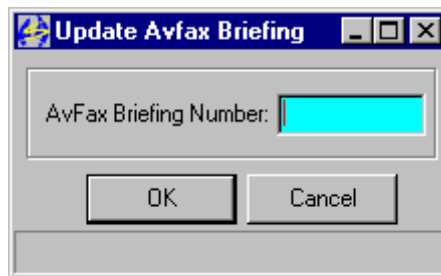
Update AvFax Briefing

Introduction This option provides the means to update an AvFax briefing.

The update will contain any relevant data which has been issued since the original AvFax briefing was issued.

Accessing the Form From the Briefing menu in the pulldown menu system, select the Update AvFax Briefing option.

An Update AvFax Briefing form will be generated. An example of this form appears below.



Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Completing the Form Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

Steps	Procedures
1	Enter the six-digit AvFax reference number from the original AvFax briefing into the AvFax Briefing Number field.
2	Click the OK button.


The form disappears. You will be provided with any changed data since the last briefing.

Continued on next page

Update AvFax Briefing, Continued

Errors

If there has been an error in the AvFax Briefing Number on the form, an error message appears on the main menu screen.

Steps	Procedures
1	<p>Retrieve the form.</p> <p>Select the Update AvFax Briefing option from the Briefing menu in the pulldown menu system,</p> <p>or</p> <p>Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.</p>
2	Correct the error/s.
3	Click OK.

Chapter 8


Location Briefing

Introduction MET and / or NOTAM information for single nominated locations are obtained from this menu item.

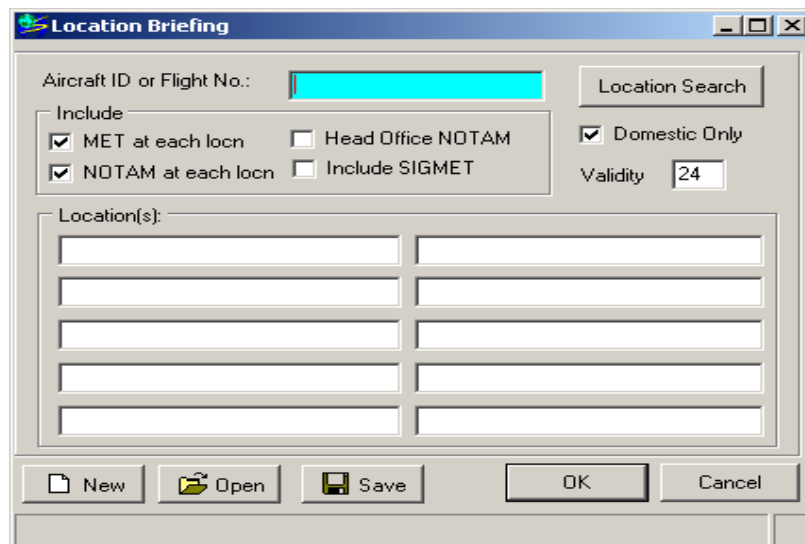
Accessing the Form A Location Briefing form can be generated by one of the following methods:

- From the Briefing menu in the pulldown menu system, select the Location Briefing option,

or

- Click the Location Briefing icon  located on the icon bar.

An example of this form appears below.



Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Completing the Form The table which begins on the next page, provides detailed information and instructions for entering appropriate data in the Location Briefing form.

Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

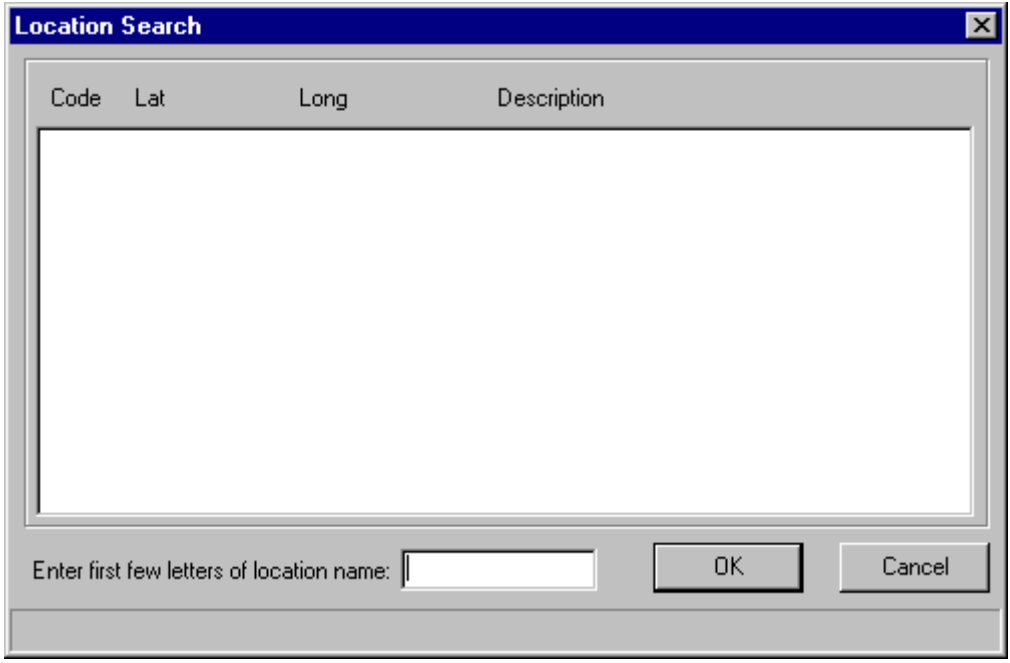
To move between fields, follow one of the procedures below:

- Place your cursor in each field and enter the appropriate information,
- or**
- Press the Tab key on your keyboard to move to the next field on the form.
-

Continued on next page

Location Briefing, Continued

Completing the Form (continued)

Field Title	Details
Aircraft ID or Flight No	Enter the aircraft ID or flight number.
Domestic Only	De-select this option if the flight is proceeding outside of Australia.
MET	Click in the MET box if MET messages are required.
NOTAM	Click in the NOTAM box if NOTAM are required.
HON	Click in the Head Office NOTAM box if HON messages are required.
SIGMET	Click in the Include SIGMET box if SIGMET are required.
Location(s)	<p>Enter up to twelve (12) locations. The 7-series sub-FIR codes can be entered here to retrieve FIR NOTAM.</p> <p>Note: Locations in all areas can be entered in any of the following formats:</p> <ul style="list-style-type: none">• Full name (Brisbane)• ICAO four-letter designator (YBBN)• Navaid identifier (BN)
Location Search	<p>Click this button to generate the location search function. An example of the Location Search form is displayed below.</p> 

Continued on next page

Location Briefing, Continued



Completing the Form (continued)

Field Title	Details
Location Search (continued)	<ol style="list-style-type: none">1. Enter the full name or part of the name to provide a list of locations and their abbreviations.2. Highlight the desired location.3. Click OK. <p>The location code will be entered into the first available location field on the Location Briefing form.</p>

Errors

After completing the form, click the OK button. The form disappears. If there has been an error in completing the form, an error message appears on the main menu screen.

Follow these procedures:

Steps	Procedures
1	<p>Retrieve the form by one of the following methods.</p> <ul style="list-style-type: none">• Select the Location Briefing option from the Briefing menu in the pulldown menu system.• Click the Location Briefing icon  located on the icon bar.• Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.
2	Correct the error/s.
3	Click OK.

Chapter 9

Area Briefing

Introduction MET and/or NOTAM information for nominated Briefing Areas is obtained from this menu item.

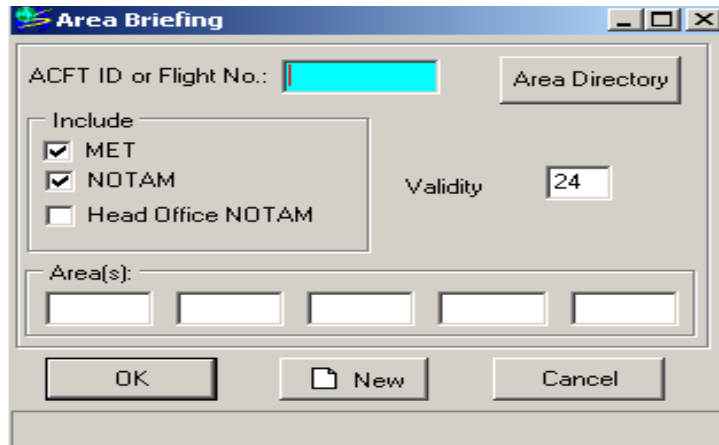
Accessing the Form An Area Briefing form can be generated by one of the following methods:

- From the Briefing menu in the pulldown menu system, select the Area Briefing option,

or

- Click the Area Briefing icon  located on the icon bar.

An example of the Area Briefing form appears below.



Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Completing the Form The table, which begins on the next page, provides detailed information and instructions for entering appropriate data in each field contained in the Area Briefing form.

Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

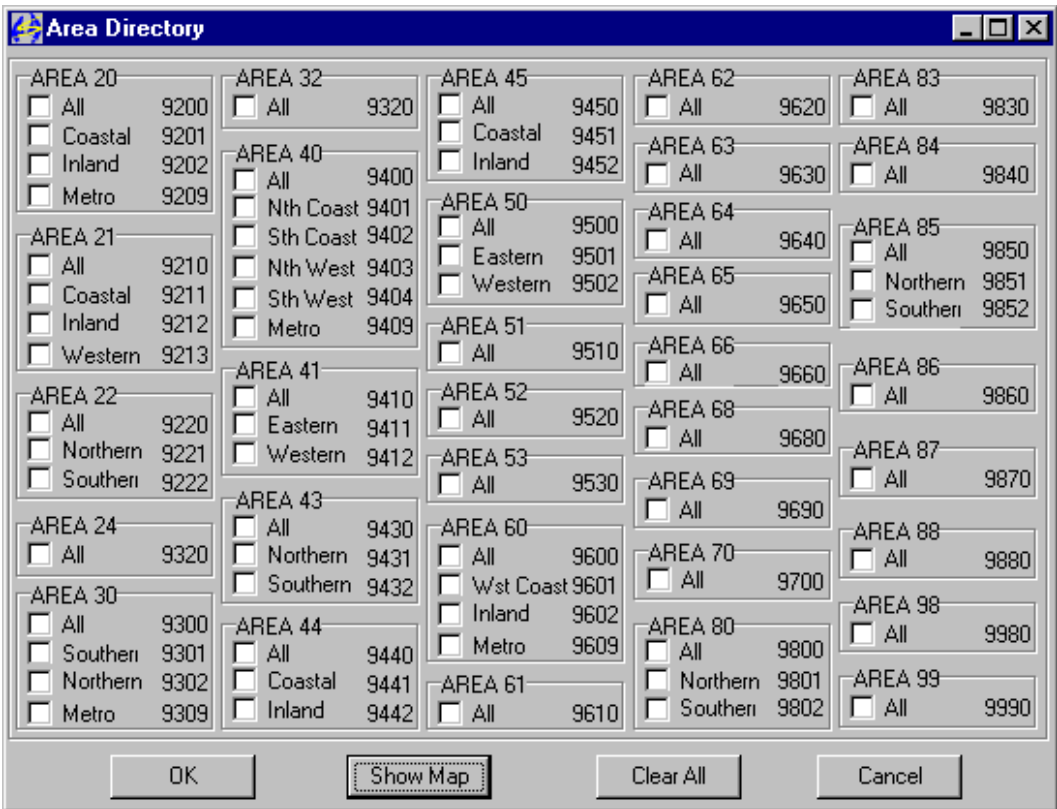
To move between fields, follow one of the procedures below:

- Place your cursor in each field and enter the appropriate information,
- or
- Press the Tab key on your keyboard to move to the next field on the form.
-

Continued on next page

Area Briefing, Continued

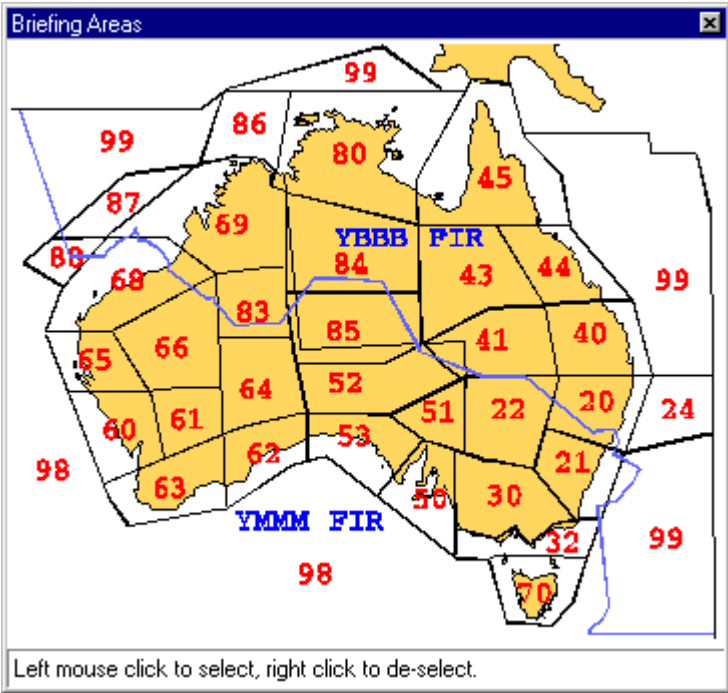
Completing the Form (continued)

Field Title	Details
ACFT ID or Flight No.	Enter the aircraft ID or flight number.
MET	Click in the MET box if MET messages are required.
NOTAM	Click in the NOTAM box if NOTAM are required.
Area(s)	<p>Enter one or more four-digit Briefing Area numbers. Up to five areas may be selected.</p> <p>The Areas field/s can be completed by selecting the Area Directory.</p> <p>Click the Area Directory button to access a presentation of available Briefing Areas.</p>
Area Directory	<p>Select the required areas (up to five) and click OK.</p> <p>The appropriate four-digit number/s will appear in the Areas field/s on the Area Briefing form.</p> <p>An example of the Area Directory is provided below.</p> 

Continued on next page

Area Briefing, Continued

Completing the Form (continued)

Field Title	Details
Area Directory (continued)	<p>For assistance in choosing the appropriate Briefing Area/s, click the Show Map button at the bottom of the form. A map of Australia appears (see below), displaying all Briefing Areas and their Area numbers.</p>  <p>To download the information into the Area Directory, use the left mouse button to click the desired area/s on the map. Click with the right mouse button to de-select an area.</p>



Continued on next page

Area Briefing, Continued

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error in completing the form, an error message appears on the main menu screen.

Steps	Procedures
1	<p>Retrieve the form by one of the following methods.</p> <ul style="list-style-type: none">• Select the Area Briefing option from the Briefing menu in the pulldown menu system• Click the Area Briefing icon  located on the icon bar.• Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.
2	Correct the error/s.
3	Click OK.

Chapter 10

General Info / Forecast

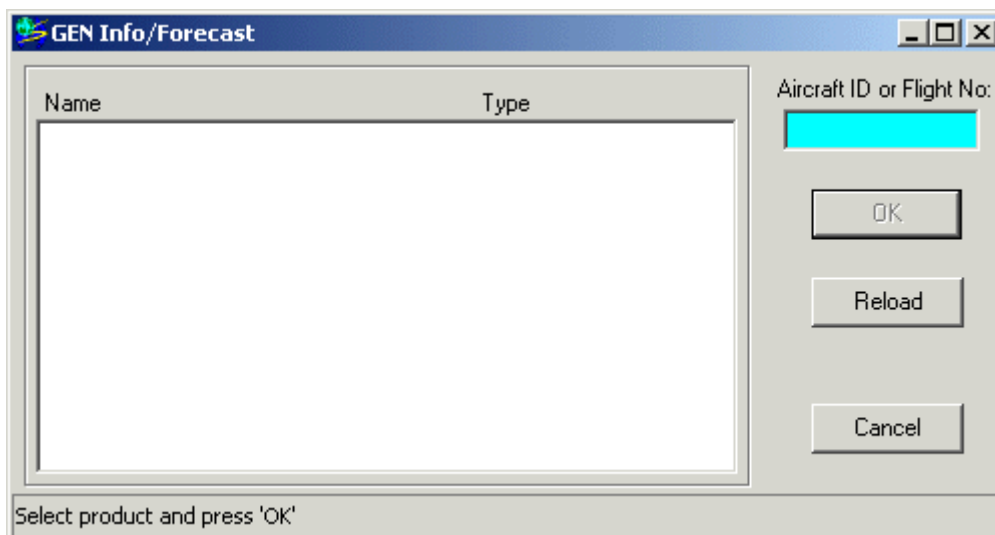
Introduction One or more of the general MET messages stored within NAIPS may be retrieved by selecting this menu item.

General MET messages are those MET messages which do not fit into known MET categories.

Messages in this category include Route Forecasts and SAR Forecasts. They are stored in a General MET file with a Forecast Name (e.g. ROFOR YBDV-YBAS or SAR FCST for SGV).

Accessing the Form From the Briefing menu in the pulldown menu system, select the GEN Info/Forecast option.

A General Info / Forecasts form (containing a list of stored general forecasts) will be generated. An example of this form appears below.



Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Continued on next page

General Info / Forecast, Continued

Completing the Form


Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

Steps	Procedures
1	Enter the aircraft ID or flight number.
2	Highlight the required product name.
3	Click OK.

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error in completing the form, an error message appears on the main menu screen.

Steps	Procedures
1	Retrieve the form. Select the General Info / Forecast option from the Briefing menu in the pulldown menu system, or Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.
2	Correct the error/s.
3	Click OK.

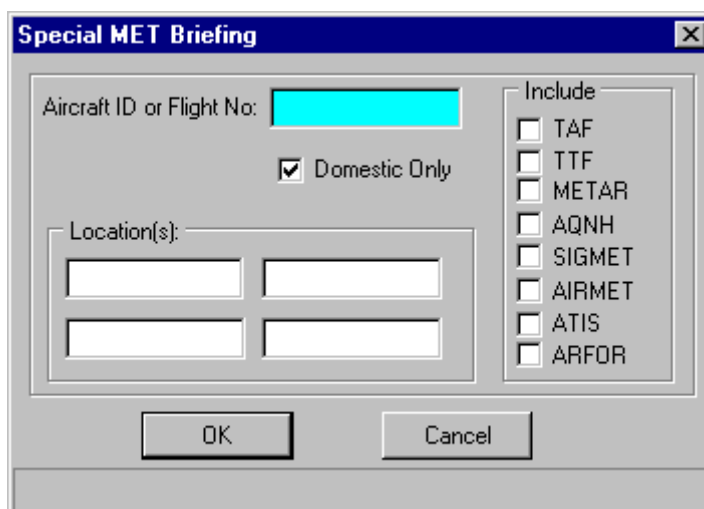
Chapter 11

Special MET Briefing

Introduction One or more selected MET message types can be retrieved for up to four locations.

Accessing the Form From the Briefing menu in the pulldown menu system, select the Special MET Briefing option.

A Special MET Briefing form will be generated. An example of this form appears below.



Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Completing the Form The table, which begins on the next page, provides detailed information and instructions for entering appropriate data in each field contained in the Special MET Briefings form.

Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

To move between fields, follow one of the procedures below:

- Place your cursor in each field and enter the appropriate information,
- or**
- Press the Tab key on your keyboard to move to the next field on the form.

Continued on next page

Special MET Briefing, Continued


Completing the Form (continued)

Field Title	Details
Aircraft ID or Flight No	Enter the aircraft ID or flight number.
Domestic Only	De-select this option if the location on which you are requesting information is not an Australian location.
Location(s)	Enter up to four (4) locations. <u>Note:</u> Locations in all areas can be entered in any of the following formats: <ul style="list-style-type: none">• Full name (Brisbane)• ICAO four-letter designator (YBBN)• Navaid identifier (BN)
Include	Tick one or more of the MET message types or leave unticked to retrieve all available MET message types.

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error in completing the form, an error message appears on the main menu screen.

Steps	Procedures
1	Retrieve the form. Select the Special MET Briefing option from the Briefing menu in the pulldown menu system, or Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.
2	Correct the error/s.
3	Click OK.

Chapter 12


First Light / Last Light

Introduction The first light and last light for a location are obtained from this menu item.

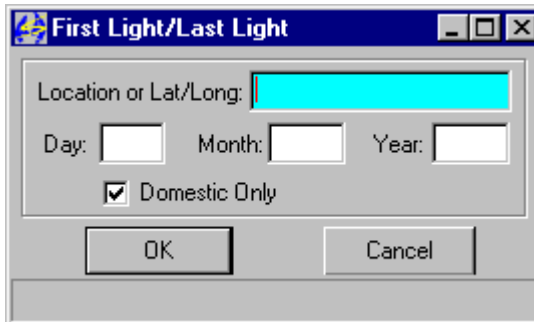
Accessing the Form A First Light/Last Light form can be generated by one of the following methods.

- From the Briefing menu in the pulldown menu system, select the First Light/Last Light option,

or

- Click the First Light/ Last Light icon  located on the icon bar.

An example of this form appears below.



Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Completing the Form The table, which begins on the next page, provides detailed information and instructions for entering appropriate data in each field in the First Light/Last Light form.

Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

To move between fields, follow one of the procedures below:

- Place your cursor in each field and enter the appropriate information,

or

- Press the Tab key on your keyboard to move to the next field on the form.

Continued on next page

First Light / Last Light, Continued



Completing the Form (continued)

Note: If no date is entered, the fields will default to the current UTC date.	Field Title	Details
	Location or Lat/Long	Enter the location name or the latitude and longitude of a location for which the first light and last light is required.
	Day	Enter the day of the month (e.g. 2, 23, 7).
	Month	Enter the month of the year (e.g. For February, enter 2 or 02).
	Year	Enter the year in four digits (e.g. 2000).
	Domestic Only	De-select this box if requesting a First Light/Last Light for an international location.

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error in completing the form, an error message appears on the main menu screen.

Steps	Procedures
1	Retrieve the form by one of the following methods. <ul style="list-style-type: none">• Select the First Light/Last Light option from the Briefing menu in the pulldown menu system.• Click the First Light/Last Light icon  located on the icon bar.• Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.
2	Correct the error/s.
3	Click OK.

Chapter 13

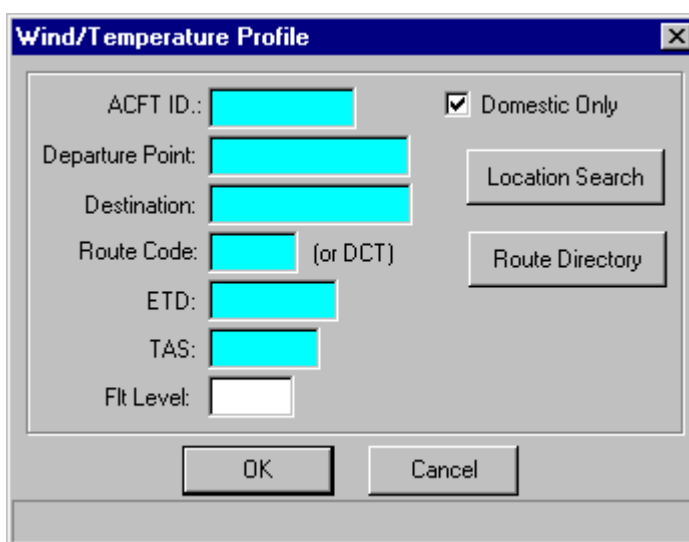
Wind / Temperature Profile

Introduction The wind / temperature profile option provides the winds and temperatures along a route. It functions primarily for aircraft operating above F180.

A wind profile is a report of on-track and cross track wind speed and direction at various heights for each segment in a route.

Accessing the Form From the Briefing menu in the pulldown menu system, select the Wind / Temperature Profile option.

A Wind / Temperature Profile form will be generated. An example of this form appears below.



The screenshot shows a dialog box titled "Wind/Temperature Profile" with a standard Windows-style title bar (minimize, maximize, close buttons). The dialog contains several input fields and buttons. On the left, there are labels for "ACFT ID:", "Departure Point:", "Destination:", "Route Code:", "ETD:", "TAS:", and "Flt Level:", each followed by a text input field. To the right of these fields is a checked checkbox labeled "Domestic Only". Below the checkbox are two buttons: "Location Search" and "Route Directory". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Continued on next page

Wind / Temperature Profile, Continued

Completing the Form

The following table provides detailed information and instructions for entering appropriate data in each field in the Wind / Temperature Profile form.

Note that the blue-shaded areas on screen indicate that entering appropriate information into the field is compulsory.

To move between fields, follow one of the procedures below:

- Place your cursor in each field and enter the appropriate information,

or

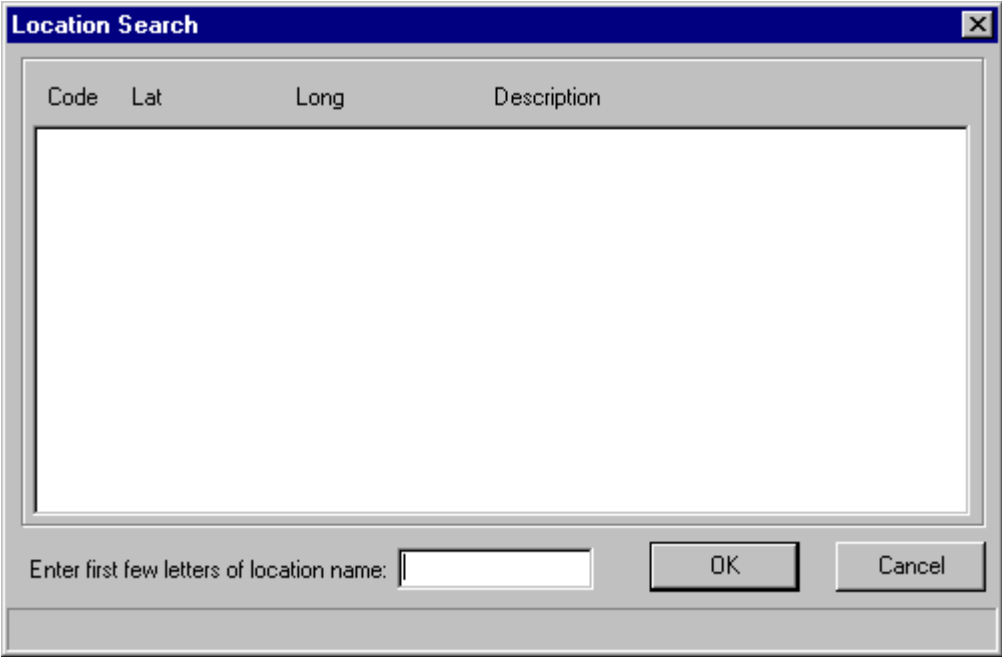
- Press the Tab key on your keyboard to move to the next field on the form.

Field Title	Details
ACFT ID	Enter the aircraft ID or flight number.
Domestic Only	De-select this box if requesting a Wind / Temperature Profile for an international route.
Departure Point	Enter the location designator, name or latitude / longitude of the departure aerodrome.
Destination	Enter the location designator, name or latitude / longitude of the destination aerodrome.
Route Code (or DCT)	<p>NAIPS stores in excess of two thousand regularly used routes and attaches standard briefing lists to these routes. These lists cover all MET and NOTAM requirements for the route. A route code is a single letter and a number (e.g. L1, L2, H1).</p> <p>To retrieve a list of stored routes between the Departure and Destination points, click the Route Directory button. (See details on the Route Directory on page 56.)</p> <p>An alternative is to enter DCT (Direct). If this option is chosen, the information provided will be limited to GRIB winds for levels above FL120.</p>
ETD	Enter a four-figure UTC time for the estimated time of departure for this stage of the flight.
TAS	<p>Enter the True Air Speed of the aircraft as one of the following:</p> <ul style="list-style-type: none">• N Knots expressed as N followed by four figures (e.g. N0200 = 200 knots). <p>or</p> <ul style="list-style-type: none">• M Mach Number expressed as M followed by three figures (e.g. M080 = Mac.80).
Flt Level	Enter flight level in hundreds of feet (e.g. F150).

Continued on next page

Wind / Temperature Profile, Continued

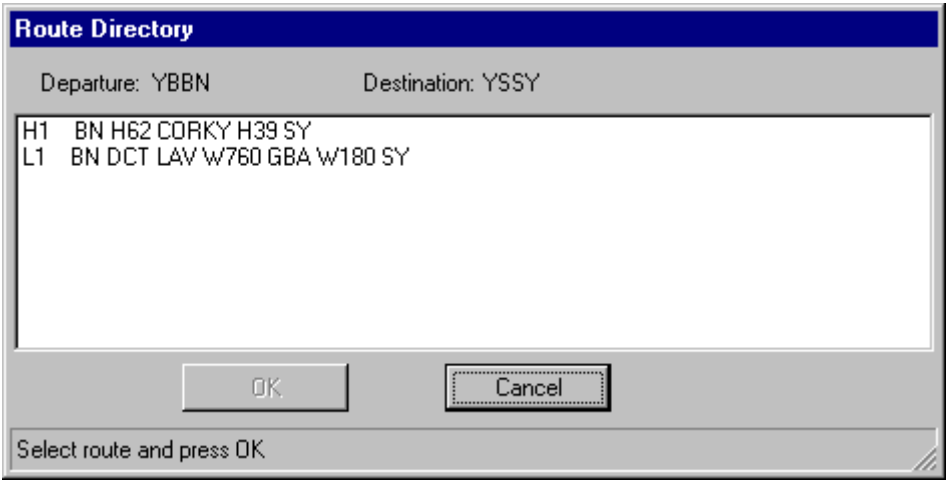
Completing the Form (continued)

Field Title	Details
Location Search	<p>Click this button to generate the location search function. An example of the Location Search form is displayed below.</p>  <ol style="list-style-type: none">1. Enter the full name or part of the name (at least two characters).2. Click OK to retrieve a list of locations and their abbreviations.3. Highlight the desired location.4. Click OK. <p>The location code will be entered where the cursor was last placed on the Wind / Temperature Profile form.</p>

Continued on next page

Wind / Temperature Profile, Continued


Completing the Form (continued)

Field Title	Details
Route Directory	<p>To retrieve a list of stored routes between the Departure and Destination points:</p> <ol style="list-style-type: none">Click the Route Directory button. A list of stored routes with the associated route codes will be provided. See an example below. <div></div> <ol style="list-style-type: none">Highlight the route required and click OK.

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error in completing the form, an error message appears on the main menu screen.

Steps	Procedures
1	<p>Retrieve the form.</p> <p>Select the Wind / Temperature Profile option from the Briefing menu in the pulldown menu system,</p> <p style="text-align: center;">or</p> <p>Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.</p>
2	Correct the error/s.
3	Click OK.

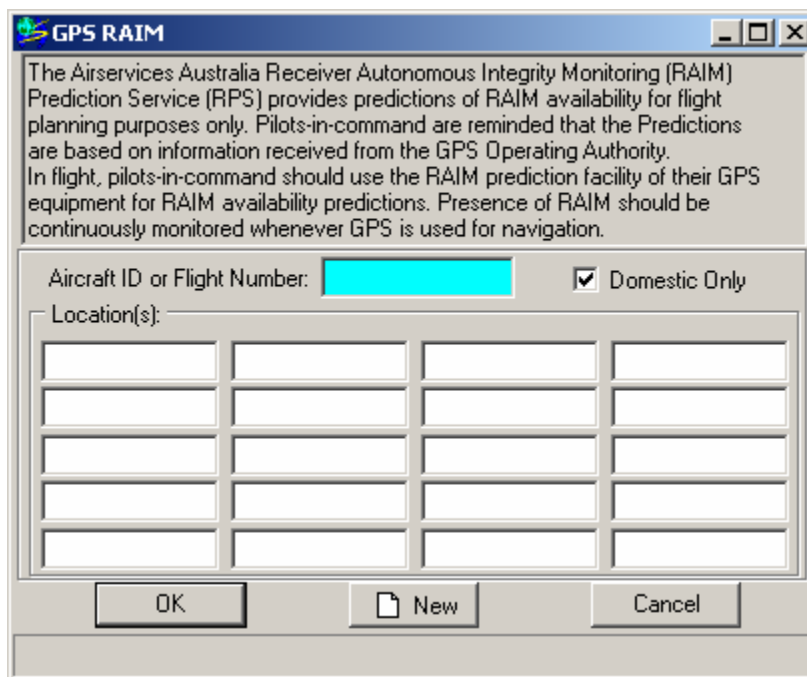
Chapter 14

GPS RAIM

Accessing the Form

From the Briefing menu in the pulldown menu system, select the GPS RAIM option.

A GPS RAIM form will be generated. An example of this form appears below.



The screenshot shows a window titled "GPS RAIM". The window contains a text box with the following text: "The Airservices Australia Receiver Autonomous Integrity Monitoring (RAIM) Prediction Service (RPS) provides predictions of RAIM availability for flight planning purposes only. Pilots-in-command are reminded that the Predictions are based on information received from the GPS Operating Authority. In flight, pilots-in-command should use the RAIM prediction facility of their GPS equipment for RAIM availability predictions. Presence of RAIM should be continuously monitored whenever GPS is used for navigation." Below the text box, there is a label "Aircraft ID or Flight Number:" followed by a text input field. To the right of this field is a checkbox labeled "Domestic Only" which is checked. Below these fields is a label "Location(s):" followed by a table with 4 columns and 5 rows. At the bottom of the window are three buttons: "OK", "New", and "Cancel".

Status Bar

A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Continued on next page

GPS RAIM, Continued

Completing the Form

The following table provides detailed information and instructions for entering appropriate data in each field contained in the GPS RAIM form.

Note that the blue-shaded area on screen indicates that entering appropriate information into the field is compulsory.

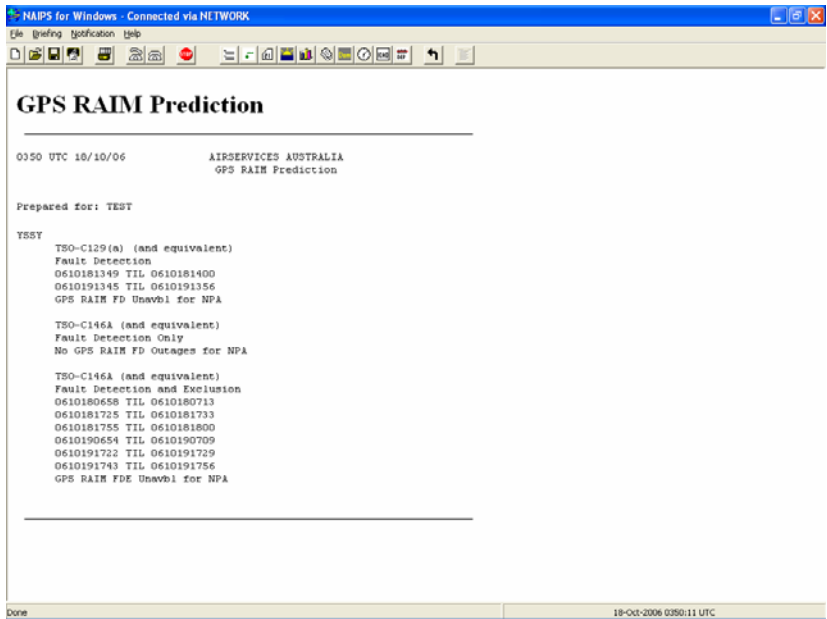
To move between fields, follow one of the procedures below:

- Place your cursor in each field and enter the appropriate information,
or
- Press the Tab key on your keyboard to move to the next field on the form.

Field Title	Details
Aircraft ID or Flight Number	Enter the aircraft ID or flight number.
Domestic Only	De-select this option if any of the requested locations are not Australian.
Location(s)	To receive GPS RAIM information, enter up to 20 locations. Note: Locations in all areas can be entered in any of the following formats: <ul style="list-style-type: none">• Full name (Brisbane)• ICAO four-letter designator (YBBN)• Navaid identifier (BN)

Messages

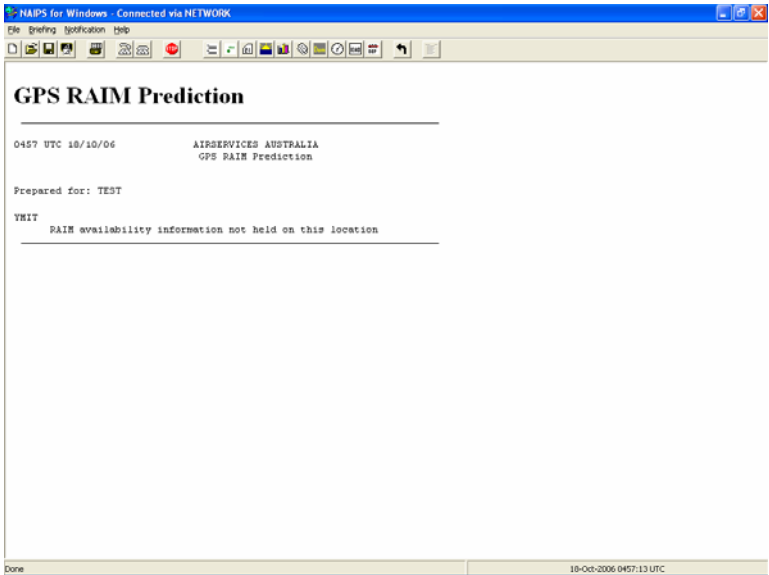
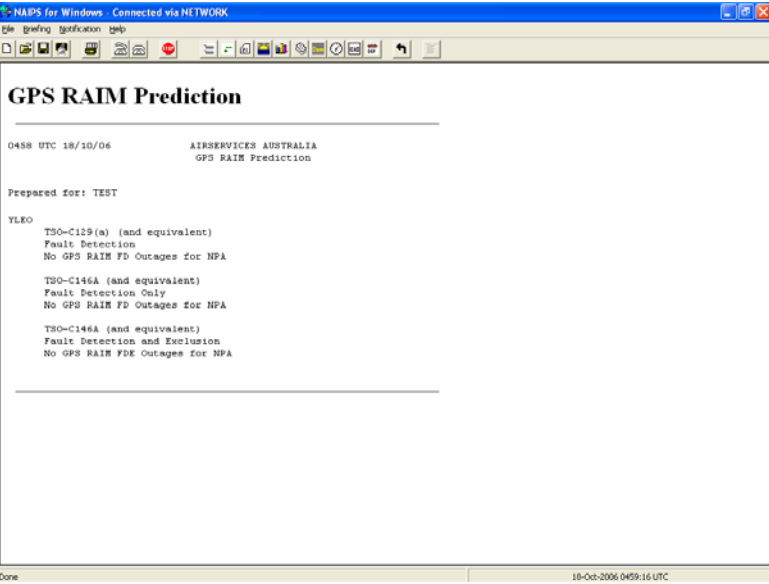
There are three types of prediction messages which can be generated from the GPS RAIM option.

Type of Message	Details
Prediction	

Continued on next page

GPS RAIM, Continued

Messages (continued)

Type of Message	Details
Availability Information not Held	 <p>The screenshot shows a window titled "NADPS for Windows - Connected via NETWORK". The main content area displays the following text:</p> <pre>GPS RAIM Prediction 0457 UTC 18/10/06 AIRSERVICES AUSTRALIA GPS RAIM Prediction Prepared for: TEST YHIT RAIM availability information not held on this location</pre> <p>The status bar at the bottom indicates "Done" and "18-Oct-2006 0457:13 UTC".</p>
No GPS RAIM Outages	 <p>The screenshot shows a window titled "NADPS for Windows - Connected via NETWORK". The main content area displays the following text:</p> <pre>GPS RAIM Prediction 0458 UTC 18/10/06 AIRSERVICES AUSTRALIA GPS RAIM Prediction Prepared for: TEST YLEO TSO-C129(a) (and equivalent) Fault Detection No GPS RAIM FD Outages for NPA TSO-C146a (and equivalent) Fault Detection Only No GPS RAIM FD Outages for NPA TSO-C146a (and equivalent) Fault Detection and Exclusion No GPS RAIM FDE Outages for NPA</pre> <p>The status bar at the bottom indicates "Done" and "18-Oct-2006 0459:16 UTC".</p>


Continued on next page

GPS RAIM, Continued

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error in completing the form, an error message appears on the main menu screen.

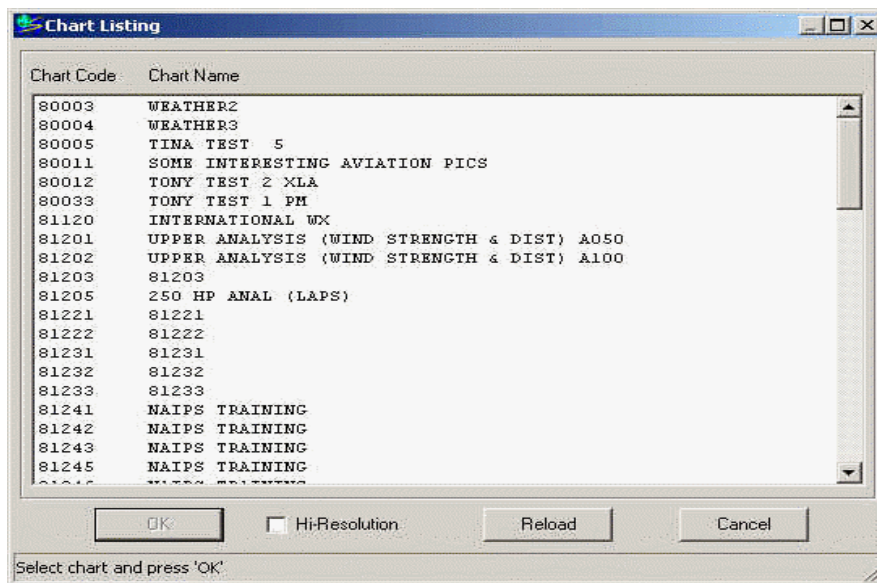
Steps	Procedures
1	Retrieve the form. Select the GPS RAIM option from the Briefing menu in the pulldown menu system, or Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.
2	Correct the error/s.
3	Click OK.

Chapter 15

Charts


Introduction A graphic MET chart may be retrieved by selecting this menu item.

Accessing the Form From the Briefing menu in the pulldown menu system, select the Charts option.
A Chart Listing form will be generated with a list of charts available from NAIPS. An example of this form appears below.



Status Bar A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

Retrieving and Printing a Chart The table below details the procedures for retrieving and printing a chart from the Chart Listing box.

Steps	Procedures
1	Highlight a chart. Note: Clicking the Reload button refreshes and updates the list.
2	Click OK to display the selected chart.
3	To print the displayed chart, select the Print currently displayed briefing icon  located on the icon bar.


Continued on next page

Charts, Continued

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error on the form, an error message appears on the main menu screen.

Steps	Procedures
1	<p>Retrieve the form.</p> <p>Select the Charts option from the Briefing menu in the pulldown menu system,</p> <p style="text-align: center;">Or</p> <p>Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.</p>
2	Correct the error/s.
3	Click OK.

Chapter 16


AvFax Briefing

Introduction An AvFax briefing can be retrieved by using an AvFax ID and stored AvFax Product codes.

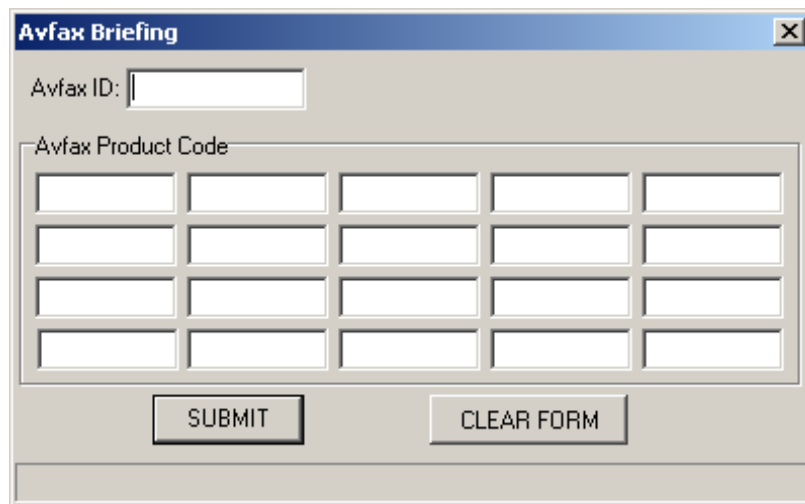
Accessing the Form An AvFax Briefing form can be generated by one of the following methods.

- From the Briefing menu in the pulldown menu system, select the AvFax Briefing option.

Or

- On the icon bar, click the AvFax Briefing icon 

An example of this form appears below.



Completing the Form The following table provides detailed information and instructions for entering appropriate data in each field contained in the AvFax Briefing form.

Steps	Procedures
1	Insert Avfax ID. Note: The Avfax ID only needs to be entered once. It will remain until removed or changed.
2	Enter AvFax product code(s). Note: This form allows several product codes to be requested together. AvFax Helpdesk: Phone: (07) 3866 3573 Fax: (07) 3866 3685
3	Select OK.
4	Print.


Continued on next page

AvFax Briefing, Continued

Errors

After completing the form, click the OK button. The form disappears.

If there has been an error on the form, an error message appears on the main menu screen.

Steps	Procedures
1	Retrieve the form. Select the AvFax Briefing option from the Briefing menu in the pulldown menu system, or Click the Show Last Request icon  located on the icon bar. The form will appear with all previous defaults.
2	Correct the error/s.
3	Click OK.

Chapter 17

Flight Notification

Domestic and ICAO Flight Notification

Introduction

There are three separate Flight Notifications that can be filed from NAIPS:

- Domestic
- ICAO
- SARTIME



Note: The ICAO Flight Notification form must only be used for flights entering or leaving international airspace.

Accessing the Form

A Domestic or ICAO Flight Notification form can be generated by one of the following methods:

- From the Notification menu in the pulldown menu system, select the Domestic or ICAO Notification option,

or

- Click the Domestic Notification icon  or the ICAO Notification icon  located on the icon bar.

An example of the Domestic form appears on the following page.

Continued on next page

Domestic and ICAO Flight Notification, Continued

Accessing the Form (continued)

Domestic Flight Notification

File Edit Route

Stage 1

Aircraft ID: Rules: Flight Type: Num: Type: Wake Cat: Nav/Com Equipment: SSR:

Departure AD: ETD: Speed: Level: Destination AD: Total EET: ALTN AD:

ATS Route	Cruise Climb	Significant Point	New Speed	New Level	New Rules
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Emergency

Survival Equip: Radios: Jackets: Dinghies Number: Capacity: Colour: ☐ Covered

Supplementary

End: POB: Aircraft colour/markings: Remarks:

Contact

PIC: Ph:

STS/SARTIME

DTG: to ATS Unit: for ARRIVAL at:

☐ Force submit Submit Cancel Route Directory

Item 18 Information

REG/	
PER/	
NAV/	
DLA/	
EET/	
RMK/	
STS/	
TYP/	
COM/	
DEP/	
DEST/	
ALTN/	
DAT/	
OPR/	
CODE/	
SEL/	
RALT/	
RIF/	

Status Bar

A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

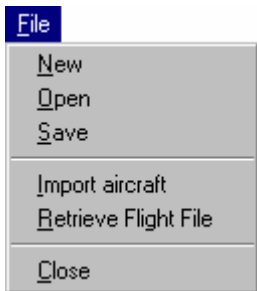
Continued on next page

Domestic and ICAO Flight Notification, Continued

Pulldown Menus and Icons

The Domestic and ICAO Flight Notification forms contain two pulldown menus and corresponding icons located on the icon bar.

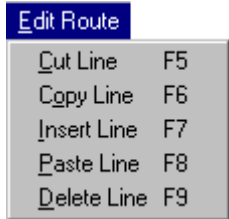
Each of the menus is displayed below.

Menu Title	Details						
File	<p>Clicking on File in the pulldown menu system at the top of the screen will access the following menu.</p>  <table><tr><th>Menu Item</th><th>Details</th></tr><tr><td>New Open Save Import Aircraft** Retrieve Flight File Close</td><td><p>The File menu items listed at the left may be accessed by:</p><ul style="list-style-type: none">Clicking on File in the pulldown menu system and selecting the desired option,<p style="text-align: center;">or</p><ul style="list-style-type: none">Clicking the appropriate icon located directly beneath the pulldown menu system.<p>Detailed information concerning each of these items is available on the following page.</p></td></tr><tr><td>**Import Aircraft</td><td>Detailed information on the functions of this item is available in Appendix B.</td></tr></table>	Menu Item	Details	New Open Save Import Aircraft** Retrieve Flight File Close	<p>The File menu items listed at the left may be accessed by:</p> <ul style="list-style-type: none">Clicking on File in the pulldown menu system and selecting the desired option, <p style="text-align: center;">or</p> <ul style="list-style-type: none">Clicking the appropriate icon located directly beneath the pulldown menu system. <p>Detailed information concerning each of these items is available on the following page.</p>	**Import Aircraft	Detailed information on the functions of this item is available in Appendix B.
Menu Item	Details						
New Open Save Import Aircraft** Retrieve Flight File Close	<p>The File menu items listed at the left may be accessed by:</p> <ul style="list-style-type: none">Clicking on File in the pulldown menu system and selecting the desired option, <p style="text-align: center;">or</p> <ul style="list-style-type: none">Clicking the appropriate icon located directly beneath the pulldown menu system. <p>Detailed information concerning each of these items is available on the following page.</p>						
**Import Aircraft	Detailed information on the functions of this item is available in Appendix B.						

Continued on next page





Domestic and ICAO Flight Notification, Continued

Pulldown Menus and Icons (continued)

Menu Title	Details																		
Edit Route	<p>Clicking on Edit Route in the pulldown menu system at the top of the screen will access the following menu.</p> <div></div> <table><tr><th>Menu Item</th><th>Function Key</th><th>Select this option to:</th></tr><tr><td>Cut Line</td><td>F5</td><td>Cut a selected line of text.</td></tr><tr><td>Copy Line</td><td>F6</td><td>Copy a selected line of text.</td></tr><tr><td>Insert Line</td><td>F7</td><td>Insert a blank line at the point selected by your cursor.</td></tr><tr><td>Paste Line</td><td>F8</td><td>Paste a line of text at the point selected by your cursor.</td></tr><tr><td>Delete Line</td><td>F9</td><td>Delete a selected line of text.</td></tr></table> <p>Note: The function keys are located across the top of your keyboard.</p>	Menu Item	Function Key	Select this option to:	Cut Line	F5	Cut a selected line of text.	Copy Line	F6	Copy a selected line of text.	Insert Line	F7	Insert a blank line at the point selected by your cursor.	Paste Line	F8	Paste a line of text at the point selected by your cursor.	Delete Line	F9	Delete a selected line of text.
Menu Item	Function Key	Select this option to:																	
Cut Line	F5	Cut a selected line of text.																	
Copy Line	F6	Copy a selected line of text.																	
Insert Line	F7	Insert a blank line at the point selected by your cursor.																	
Paste Line	F8	Paste a line of text at the point selected by your cursor.																	
Delete Line	F9	Delete a selected line of text.																	

Icons



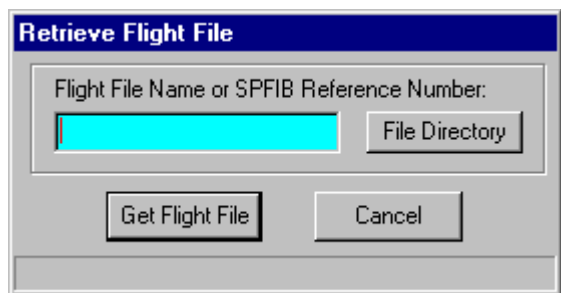

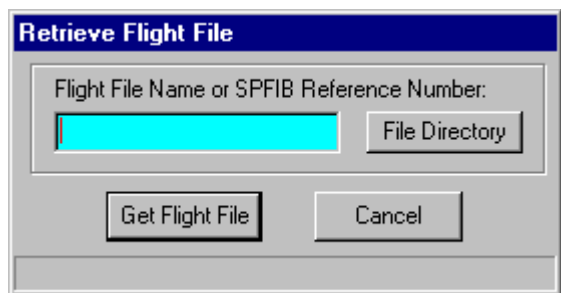

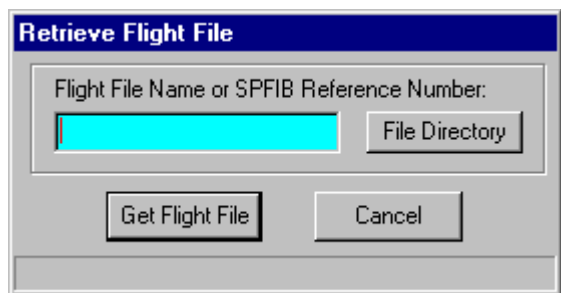
Eleven icons are located on the icon bar. An explanation of each is provided below.

Icon	Title	Click this icon to:
	New	Clear all previously entered data.
	Open	Open previously saved files.
	Save	Save Domestic and ICAO Flight Notification form defaults.
	Import Aircraft	Insert aircraft information into notification, beginning with the current stage.

Continued on next page

Domestic and ICAO Flight Notification, Continued


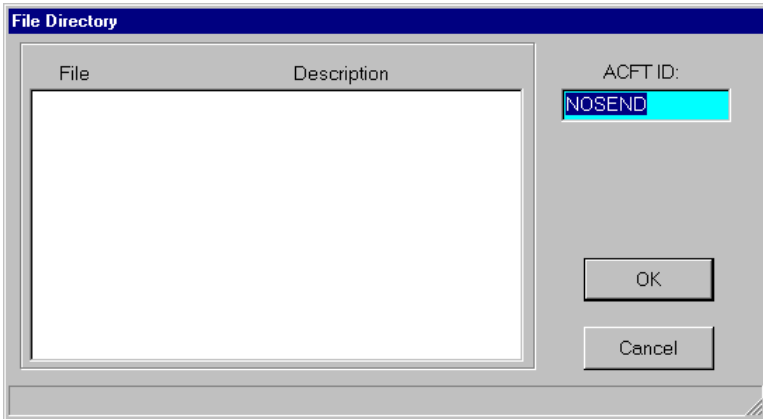



Icons (continued)

Icon	Title	Click this icon to:								
	Retrieve Flight File	<p>Retrieve a flight file saved in NAIPS.</p> <p>Flight files can store, on behalf of users, regular flight notification defaults on the system, instead of on your hard drive. Each flight file is allocated a name which, if entered, will save entry time. Data will appear as default values.</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td><p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p><p>A Retrieve Flight File form will be generated. See the example below.</p><div data-bbox="702 864 1265 1155"></div></td></tr><tr><td>2</td><td>Enter the flight file name or SPFIB reference number.</td></tr><tr><td>3</td><td>Click the Get Flight File button.</td></tr></table>	Steps	Procedures	1	<p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p> <p>A Retrieve Flight File form will be generated. See the example below.</p> <div data-bbox="702 864 1265 1155"></div>	2	Enter the flight file name or SPFIB reference number.	3	Click the Get Flight File button.
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3	Click the Get Flight File button.									

Continued on next page

Domestic and ICAO Flight Notification, Continued




Icons (continued)

Icon	Title	Click this icon to:	
	Retrieve Flight File (continued)	Note	<p>If you have forgotten the flight file name, click the File Directory button. An example of the File Directory form appears below.</p> <div data-bbox="630 526 1396 943"></div> <p>a. Enter the aircraft ID. b. Click OK.</p> <p>A list of flight files associated with the aircraft ID will be presented.</p> <p>a. Select a flight file. b. Click OK.</p>
	Close	<p>Close the currently displayed Domestic or ICAO Flight Notification form.</p> <p>Note: The field data that was entered before you closed the form will appear when you next access a Domestic or ICAO Flight Notification form from the pulldown menu system on the main menu screen.</p>	
	Add Another Stage	Add more stages to the form. Up to 10 stages can be requested.	
	Insert Stage	Insert a stage in front of the stage you are in.	

Continued on next page

Domestic and ICAO Flight Notification, Continued

Icons (continued)

Icon	Title	Click this icon to:
	Copy Stage	Copy all information from the current stage to the clipboard. This can be inserted into a new stage with the paste icon.
	Paste into Stage	Paste stage information from the clipboard into the current stage.
	Delete Stage	Delete the current stage.

Entering Data To enter data into any field on the Domestic or ICAO Flight Notification form:

1. Place your cursor in the field.
2. Click once on the mouse button.
3. Type the appropriate information.

Follow the procedures below to move between and within fields.

Field Type	Procedures
Unscrollable	Press the Tab key on your keyboard to move from one unscrollable field to the next.
Scrollable	Use the up and down arrow keys on your keyboard to move within scrollable fields. After data entry is complete within the scrollable fields, press the Tab key on your keyboard to move to the next unscrollable field on the form. Note: The only scrollable field in this form is the route description field.

Continued on next page

Domestic and ICAO Flight Notification, Continued

Completing the Form

The table below provides detailed information and instructions for entering appropriate data in each field contained in the Domestic and ICAO Flight Notification forms.

Note that the blue-shaded areas on screen indicate that entering appropriate information into the field is compulsory.

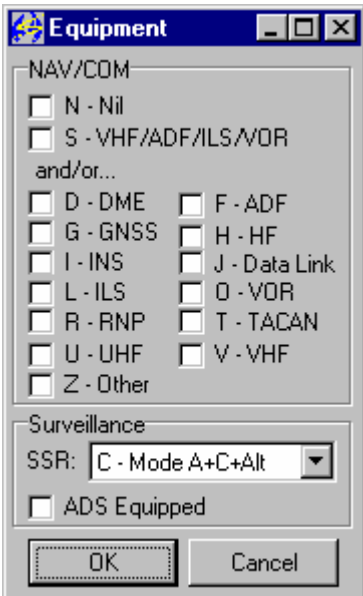
Some field titles are red. Although completing these fields is not mandatory, completion of these fields is a preferred option.

Field Title	Details										
The following fields are located in each Stage.											
<u>Note:</u> Complete each stage prior to moving to the next stage. This will ensure that defaults entered will appear in the subsequent stage.											
Aircraft ID	<p>Enter one of the following aircraft identifications, not exceeding seven (7) characters.</p> <ul style="list-style-type: none">• The registration marking of the aircraft.• The ICAO designator for the aircraft operating agency, followed by the flight number (e.g. QF01).• For military flights, only approved identification abbreviations. <p><u>Note:</u> Only one callsign per stage of flight notification is permitted.</p>										
Rules	<p>Select one of the following letters to denote the category of flight rules for the first stage of the flight.</p> <table><tr><th>Category</th><th>Details</th></tr><tr><td>I</td><td>IFR</td></tr><tr><td>V</td><td>VFR</td></tr><tr><td>Y</td><td>If IFR changing to VFR within the flight stage</td></tr><tr><td>Z</td><td>If VFR changing to IFR within the flight stage</td></tr></table>	Category	Details	I	IFR	V	VFR	Y	If IFR changing to VFR within the flight stage	Z	If VFR changing to IFR within the flight stage
Category	Details										
I	IFR										
V	VFR										
Y	If IFR changing to VFR within the flight stage										
Z	If VFR changing to IFR within the flight stage										
Flight Type	<p>Select one of the following.</p> <table><tr><th>Type</th><th>Details</th></tr><tr><td>S</td><td>Scheduled Air Service</td></tr><tr><td>N</td><td>Non-Scheduled Air Transport Operation</td></tr><tr><td>G</td><td>General Aviation</td></tr><tr><td>M</td><td>Military</td></tr></table>	Type	Details	S	Scheduled Air Service	N	Non-Scheduled Air Transport Operation	G	General Aviation	M	Military
Type	Details										
S	Scheduled Air Service										
N	Non-Scheduled Air Transport Operation										
G	General Aviation										
M	Military										
Num	<p>Enter the number of aircraft, if more than one. This is applicable to formation flights only.</p>										

Continued on next page

Domestic and ICAO Flight Notification, Continued

Completing the Form (continued)

Field Title	Details								
Type	<p>Enter the approved ICAO designator.</p> <p>If no such designator has been assigned, or, in the case of formation flights, comprising more than one type:</p> <ol style="list-style-type: none"> 1. Enter ZZZZ. 2. At the TYP/ prompt in the Item 18 Information field, specify the number/s, if more than one, and type/s of aircraft. 								
Wake Cat	<p>Select one of the following letters to denote the wake turbulence category of the aircraft.</p> <table border="1"> <thead> <tr> <th>Category</th><th>Details</th></tr> </thead> <tbody> <tr> <td>H --- Heavy</td><td>Aircraft with a maximum takeoff mass of 136,000 kg or more.</td></tr> <tr> <td>M --- Medium</td><td>Aircraft with a maximum takeoff mass of less than 136,000 kg but more than 7,000 kg.</td></tr> <tr> <td>L --- Light</td><td>Aircraft with a maximum takeoff mass of 7,000 kg or less.</td></tr> </tbody> </table>	Category	Details	H --- Heavy	Aircraft with a maximum takeoff mass of 136,000 kg or more.	M --- Medium	Aircraft with a maximum takeoff mass of less than 136,000 kg but more than 7,000 kg.	L --- Light	Aircraft with a maximum takeoff mass of 7,000 kg or less.
Category	Details								
H --- Heavy	Aircraft with a maximum takeoff mass of 136,000 kg or more.								
M --- Medium	Aircraft with a maximum takeoff mass of less than 136,000 kg but more than 7,000 kg.								
L --- Light	Aircraft with a maximum takeoff mass of 7,000 kg or less.								
Nav/Com Equip and SSR	<p>Enter all COM and NAV equipment that: (a) the aircraft is provided with; and, (b) the pilot is rated to use.</p> <p>To view the types of Nav/Com equipment available, place the cursor in the Nav/Com Equip field. Press either F3 on the function keys located at the top of your keyboard, or click the right button on your mouse.</p> <p>An Equipment form is generated, displaying both Nav/Com and Surveillance options.</p> 								

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Domestic and ICAO Flight Notification, Continued

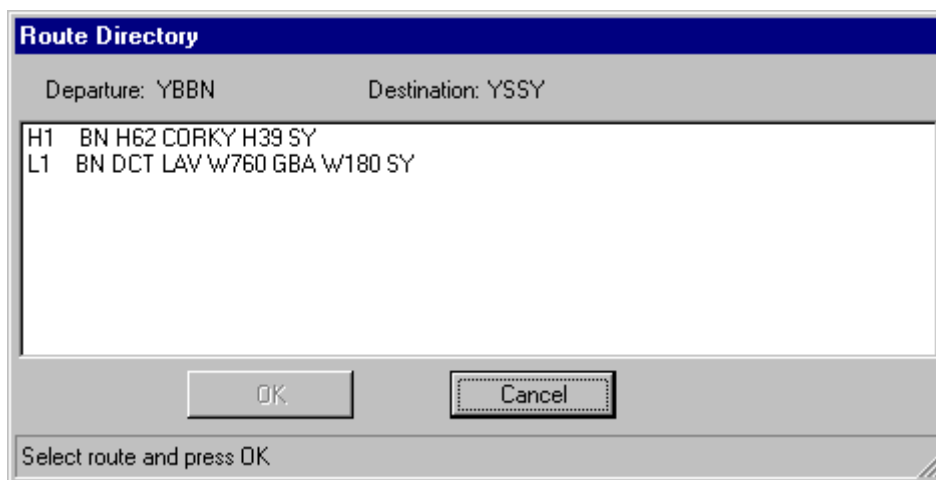
Completing the Form (continued)

Field Title	Details
Nav/Com Equip and SSR (continued)	<ol style="list-style-type: none">1. Select the appropriate items from this menu.2. When completed, click the OK button. Your selection/s will automatically appear in the Nav / Com Equip and SSR fields on the Flight Notification form. <p>Note: If Z is selected, at the NAV/ prompt in the Item 18 Information field, indicate the equipment carried.</p>
Departure AD	<p>Enter the location name of the departure aerodrome.</p> <ul style="list-style-type: none">• If the location is unknown or is not a four-letter authorised aerodrome abbreviation, NAIPS will provide a system message indicating that the location is unknown.• If this occurs, enter ZZZZ. At the DEP/ prompt in the Item 18 Information field, specify the latitude and longitude of the aerodrome or the bearing / distance from a known location.
ETD	<p>Enter a four-figure UTC time for the estimated time of departure.</p>
Speed	<p>Enter the True Air Speed (TAS) for the first or the whole cruising portion of the flight as one of the following:</p> <ul style="list-style-type: none">• N Knots expressed as N followed by four figures (e.g. N0180), or• M Mach Number expressed as M followed by three figures (e.g. M082).
Level	<p>Enter the planned cruising level for the first or the whole portion of the route to be flown as one of the following:</p> <ul style="list-style-type: none">• F Flight level followed by three figures (e.g. F330), or• A Altitude in hundreds of feet followed by three figures (e.g. A045).
Destination AD	<p>Enter the location name of the destination aerodrome.</p> <ul style="list-style-type: none">• If the location is unknown or is not a four-letter authorised aerodrome abbreviation, NAIPS will provide a system message indicating that the location is unknown.• If this occurs, enter ZZZZ. At the DEST/ prompt in the Item 18 Information field, specify the latitude and longitude of the aerodrome or the bearing / distance from a known location.
Total EET	<p>Enter the total Estimated Elapsed Time for the current stage of the flight in hours and minutes (e.g. 0120 = 1 hour 20 minutes).</p>

Continued on next page

Domestic and ICAO Flight Notification, Continued

Completing the Form (continued)

Field Title	Details
ALTN AD	Enter an alternate aerodrome, if appropriate.
Route Details	<p>A list of stored routes is available once the departure and destination aerodromes have been entered. To retrieve a list of stored routes between the Departure and Destination points:</p> <ol style="list-style-type: none">1. Click the Route Directory button at the bottom of the form. A list of stored routes with the associated route codes will be provided. See an example below. <div data-bbox="422 689 1362 1167"></div> <ol style="list-style-type: none">2. Highlight the route required and click OK. <p>The route will be imported into the Flight Notification form.</p>

Continued on next page

Domestic and ICAO Flight Notification, Continued

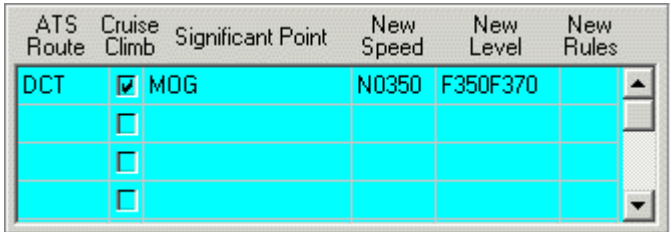
Completing the Form (continued)

Field Title	Details								
Route Details (continued)	<p>Note: If no stored route is available, enter the data under the ATS Rte / Significant Point, as indicated in the table below.</p> <table border="1"> <thead> <tr> <th>Field Title</th><th>Details</th></tr> </thead> <tbody> <tr> <td>ATS Rte</td><td> <p>Enter the two- to seven-character coded designator assigned to the route or enroute segment (e.g. J84).</p> <p>DCT is also entered in this field, when appropriate.</p> </td></tr> <tr> <td>Cruise Climb</td><td> <p>Tick the cruise climb field before the significant point where the cruise climb / level reservation will commence.</p> <p>Note: The entry of Cruise Climb information is for military aircraft only.</p> </td></tr> <tr> <td>Significant Point</td><td> <p>Enter a significant point as the coded designator (two to five characters) assigned to the point (e.g. BN, PLO, KALEM).</p> <p>Note: For military aircraft, enter the location where the cruise climb will commence in the Significant Point field.</p> <p>If no coded designator has been assigned to the point, use one of the following.</p> <p>1. Latitude and Longitude</p> <p>A. Degrees Only (seven characters)</p> <ul style="list-style-type: none"> Enter two figures describing the latitude in degrees, followed by S (South) or N (North), followed by three figures describing longitude in degrees, followed by E (East) or W (West). Leave no space between latitude and longitude. Make up the correct number of figures, where necessary, by inserting zeros. <p>Example: 23S143E</p> <p>B. Degrees and minutes (11 characters)</p> <ul style="list-style-type: none"> Enter four figures describing latitude in degrees and minutes, followed by S (South) or N (North), followed by five figures describing longitude in degrees and minutes, followed by E (East) or W (West). Leave no space between latitude and longitude. Make up the correct number of figures, where necessary, by inserting zeros. <p>Example: 2330S14320E</p> </td></tr> </tbody> </table>	Field Title	Details	ATS Rte	<p>Enter the two- to seven-character coded designator assigned to the route or enroute segment (e.g. J84).</p> <p>DCT is also entered in this field, when appropriate.</p>	Cruise Climb	<p>Tick the cruise climb field before the significant point where the cruise climb / level reservation will commence.</p> <p>Note: The entry of Cruise Climb information is for military aircraft only.</p>	Significant Point	<p>Enter a significant point as the coded designator (two to five characters) assigned to the point (e.g. BN, PLO, KALEM).</p> <p>Note: For military aircraft, enter the location where the cruise climb will commence in the Significant Point field.</p> <p>If no coded designator has been assigned to the point, use one of the following.</p> <p>1. Latitude and Longitude</p> <p>A. Degrees Only (seven characters)</p> <ul style="list-style-type: none"> Enter two figures describing the latitude in degrees, followed by S (South) or N (North), followed by three figures describing longitude in degrees, followed by E (East) or W (West). Leave no space between latitude and longitude. Make up the correct number of figures, where necessary, by inserting zeros. <p>Example: 23S143E</p> <p>B. Degrees and minutes (11 characters)</p> <ul style="list-style-type: none"> Enter four figures describing latitude in degrees and minutes, followed by S (South) or N (North), followed by five figures describing longitude in degrees and minutes, followed by E (East) or W (West). Leave no space between latitude and longitude. Make up the correct number of figures, where necessary, by inserting zeros. <p>Example: 2330S14320E</p>
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Continued on next page

Domestic and ICAO Flight Notification, Continued

Completing the Form (continued)

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Route Details (continued)	<table border="1"> <thead> <tr> <th>Field Title</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Significant Point (continued)</td> <td> <p>2. Bearing and Distance from a Known Location</p> <p>Enter the identification of the point in the form of two to five characters (SY, BIK), followed by the bearing in three figures magnetic and the distance in nautical miles expressed as three figures.</p> <p>Make up the correct number of figures, where necessary, by inserting zeros.</p> <p>Example: SY010120 or BIK270010</p> </td> </tr> <tr> <td>New Speed</td> <td> <p>Enter the speed to be maintained, if a change of more than five percent TAS is to occur at this significant point.</p> <p>When indicating a change of level, the speed must accompany the change. In this case, enter the speed here even if it is the same as the initial speed provided.</p> <p>Note: For military aircraft, enter the speed to be maintained during cruise climb.</p> </td> </tr> <tr> <td>New Level</td> <td> <p>When a change of level at a significant point is planned, enter the change here.</p> <p>Ensure that the speed is entered at the previous prompt.</p> <p>Note: For military aircraft using the cruise/climb procedure, enter the level shown as either:</p> <ul style="list-style-type: none"> Two levels to be occupied during climb or The level above which climb is planned, followed by PLUS. </td> </tr> <tr> <td>New Rules</td> <td> <p>When a change of flight rules occurs at a significant point, enter the new rules here.</p> </td> </tr> </tbody> </table>	Field Title	Details	Significant Point (continued)	<p>2. Bearing and Distance from a Known Location</p> <p>Enter the identification of the point in the form of two to five characters (SY, BIK), followed by the bearing in three figures magnetic and the distance in nautical miles expressed as three figures.</p> <p>Make up the correct number of figures, where necessary, by inserting zeros.</p> <p>Example: SY010120 or BIK270010</p>	New Speed	<p>Enter the speed to be maintained, if a change of more than five percent TAS is to occur at this significant point.</p> <p>When indicating a change of level, the speed must accompany the change. In this case, enter the speed here even if it is the same as the initial speed provided.</p> <p>Note: For military aircraft, enter the speed to be maintained during cruise climb.</p>	New Level	<p>When a change of level at a significant point is planned, enter the change here.</p> <p>Ensure that the speed is entered at the previous prompt.</p> <p>Note: For military aircraft using the cruise/climb procedure, enter the level shown as either:</p> <ul style="list-style-type: none"> Two levels to be occupied during climb or The level above which climb is planned, followed by PLUS. 	New Rules	<p>When a change of flight rules occurs at a significant point, enter the new rules here.</p>																				
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Domestic and ICAO Flight Notification, Continued

Completing the Form (continued)

Field Title	Details	
Item 18 Information	Field Title	Details
	REG/	(Note: This field is for civil flights only.) Enter the full aircraft registration with no spaces (e.g. VHABC). Registration entered at Stage 1 will default to all other stages. If required, the default can be changed in other stages.
	PER/	Enter the aircraft performance data as specified in AIP/DAP (e.g. C). This information is required for all IFR aircraft.
	NAV/	Enter significant data relating to navigation equipment.
	DLA/	Use this field to indicate that the aircraft will be operating in a particular area or at a location for a specified time (e.g. Aerial Work). Enter the location at which the aircraft will be operating, followed by a space, then the estimated duration expressed as a four-figure group. Multiple locations and times can be entered. If multiple locations are used, a space should precede each area or location (e.g. DLA/MDG 0030 or DLA/CG 0020 BN 0015).
	EET/	Enter compulsory reporting points and accumulated elapsed times to these points. The times are to be entered as four figures with no spaces between significant points and time. Example: PLO0030 WMD0050 This indicates that it is 30 minutes from the departure point to PLO and 50 minutes from the departure point to WMD.
	RMK/	Enter plain language remarks relevant to ATS. When conducting airwork, indicate the type of airwork that will be undertaken by entering the location followed by a space. Examples: RMK/MDG NDB) to indicate airwork at Mudgee NDB. RMK/ BN PILS to indicate practice ILS at Brisbane.
	STS/	Enter the reason for special handling by ATS (e.g. MED 1).
	TYP/	Enter the type/s of aircraft, preceded, if necessary, by the number of aircraft, if ZZZZ is used.
	COM/	Enter significant data relating to communication equipment.

Continued on next page

Domestic and ICAO Flight Notification, Continued


Completing the Form (continued)

Field Title	Details	
Item 18 Information (continued)	Field Title	Details
	DEP/	Enter latitude / longitude of the departure aerodrome, if ZZZZ has been entered in the Departure AD field.
	DEST/	Enter latitude / longitude of the destination aerodrome, if ZZZZ has been entered in the Destination AD field.
	ALTN/	Enter the latitudes / longitudes of alternate aerodromes, if ZZZZ was entered in the ALTN AD field.
	DAT/	Enter significant data relating to datalink capability, using one or more of the letters S, H, V and M. <ul style="list-style-type: none">• DAT/S for satellite datalink• DAT/H for HF datalink• DAT/V for VHF datalink• DAT/M for SSR Mode S datalink
	OPR/	Enter the name of the operator, when required.
	CODE/	Enter the ICAO 24-bit address of the aircraft (Mode S code).
	SEL/	Enter the SELCAL code of the aircraft (international aircraft only).
	RALT/	Enter the name of any enroute alternate, if applicable.
	RIF/	Enter route details to the revised destination aerodrome, followed by the four-letter location indicator of the aerodrome, if applicable.

Continued on next page

Domestic and ICAO Flight Notification, Continued

Completing the Form (continued)

Field Title	Details										
Data entered into the following fields will remain the same through all stages of the flight notification.											
Emergency	<p>Enter the following emergency information:</p> <ul style="list-style-type: none">• Survival Equipment• Emergency Radios• Jackets <p>1. Place the cursor in any field in the Emergency form. Press either F3 on the function keys at the top of your keyboard or click with the right button on your mouse.</p> <p>An Emergency form is generated.</p>  <p>2. Select the appropriate items from this menu.</p> <p>3. Click the OK button. Your selection will automatically appear in the Emergency area fields on the Flight Notification form.</p>										
Dinghies	<table><tr><th>Field Title</th><th>Details</th></tr><tr><td>Number</td><td>Specify the number of dinghies carried. If one or more is specified here, complete the following three (3) fields.</td></tr><tr><td>Covered</td><td>Select, if appropriate.</td></tr><tr><td>Capacity</td><td>Enter an integer specifying total dinghies capacity.</td></tr><tr><td>Colour</td><td>Enter the colour of the dinghy / dinghies.</td></tr></table>	Field Title	Details	Number	Specify the number of dinghies carried. If one or more is specified here, complete the following three (3) fields.	Covered	Select, if appropriate.	Capacity	Enter an integer specifying total dinghies capacity.	Colour	Enter the colour of the dinghy / dinghies.
Field Title	Details										
Number	Specify the number of dinghies carried. If one or more is specified here, complete the following three (3) fields.										
Covered	Select, if appropriate.										
Capacity	Enter an integer specifying total dinghies capacity.										
Colour	Enter the colour of the dinghy / dinghies.										

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Domestic and ICAO Flight Notification, Continued

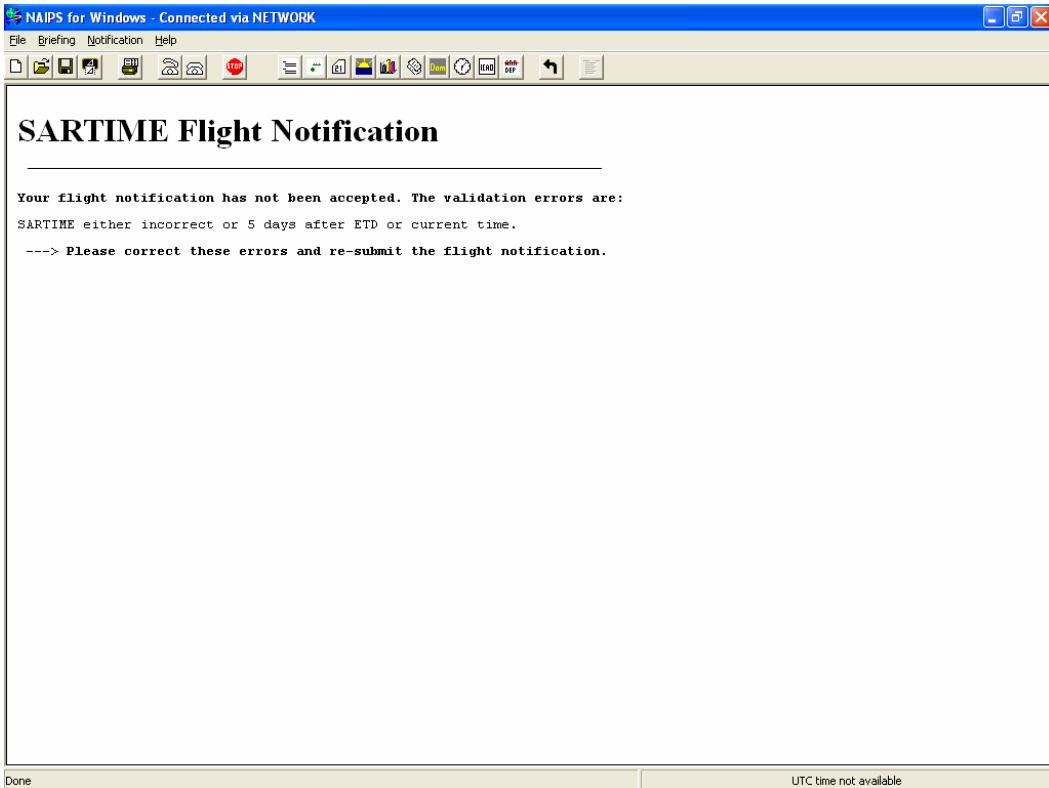
Completing the Form (continued)

Field Title	Details										
Supplementary	<table border="1"><thead><tr><th>Field Title</th><th>Details</th></tr></thead><tbody><tr><td>End</td><td>Enter the hours and minutes in four figures (e.g. 0400 = 4 hours).</td></tr><tr><td>POB</td><td>Enter the number of persons on board.</td></tr><tr><td>Aircraft colour / markings</td><td>Enter the colour of the aircraft and significant markings.</td></tr><tr><td>Remarks</td><td>Enter any additional remarks here.</td></tr></tbody></table>	Field Title	Details	End	Enter the hours and minutes in four figures (e.g. 0400 = 4 hours).	POB	Enter the number of persons on board.	Aircraft colour / markings	Enter the colour of the aircraft and significant markings.	Remarks	Enter any additional remarks here.
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POB	Enter the number of persons on board.										
Aircraft colour / markings	Enter the colour of the aircraft and significant markings.										
Remarks	Enter any additional remarks here.										
Contact	<table border="1"><thead><tr><th>Field Title</th><th>Details</th></tr></thead><tbody><tr><td>PIC</td><td>Enter the name of the pilot in command.</td></tr><tr><td>Ph</td><td>Enter a phone number where you can be reached.</td></tr></tbody></table>	Field Title	Details	PIC	Enter the name of the pilot in command.	Ph	Enter a phone number where you can be reached.				
Field Title	Details										
PIC	Enter the name of the pilot in command.										
Ph	Enter a phone number where you can be reached.										
STS / SARTIME	<p>Note: Only one SARTIME is permitted per flight notification. If the flight notification contains more than one stage, and there is a need to indicate where other SARTIMES are to be provided, insert TBA or TBN in the appropriate SARTIME field.</p> <table border="1"><thead><tr><th>Field Title</th><th>Details</th></tr></thead><tbody><tr><td>DTG</td><td>Enter a SARTIME as a six-figure DTG. TBN or TBA are acceptable alternatives.</td></tr><tr><td>to ATS Unit</td><td>Enter the name of the unit to whom you will be cancelling your SARTIME (e.g. CENSAR).</td></tr><tr><td>for</td><td>Select either Arrival or Departure.</td></tr><tr><td>at</td><td>Enter the destination aerodrome for the SARTIME. If the location does not have an approved abbreviation, enter the latitude / longitude of the aerodrome.</td></tr></tbody></table>	Field Title	Details	DTG	Enter a SARTIME as a six-figure DTG. TBN or TBA are acceptable alternatives.	to ATS Unit	Enter the name of the unit to whom you will be cancelling your SARTIME (e.g. CENSAR).	for	Select either Arrival or Departure.	at	Enter the destination aerodrome for the SARTIME. If the location does not have an approved abbreviation, enter the latitude / longitude of the aerodrome.
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DTG	Enter a SARTIME as a six-figure DTG. TBN or TBA are acceptable alternatives.										
to ATS Unit	Enter the name of the unit to whom you will be cancelling your SARTIME (e.g. CENSAR).										
for	Select either Arrival or Departure.										
at	Enter the destination aerodrome for the SARTIME. If the location does not have an approved abbreviation, enter the latitude / longitude of the aerodrome.										


Continued on next page

Domestic and ICAO Flight Notification, Continued

Completing the Form (continued)

Field Title	Details
Force Submit	<p>If the Submit button is clicked after entering a SARTIME more than five days in advance of the current date, an error message will appear in the status bar, and the following warning message will appear on the message screen.</p>  <p>After receiving the error message:</p> <ol style="list-style-type: none">1. Either correct the SARTIME or check the Force submit box.2. Click the Submit button.

More Flight Stages

If you wish to enter details of another stage, click the Add Stage icon  located on the icon bar.

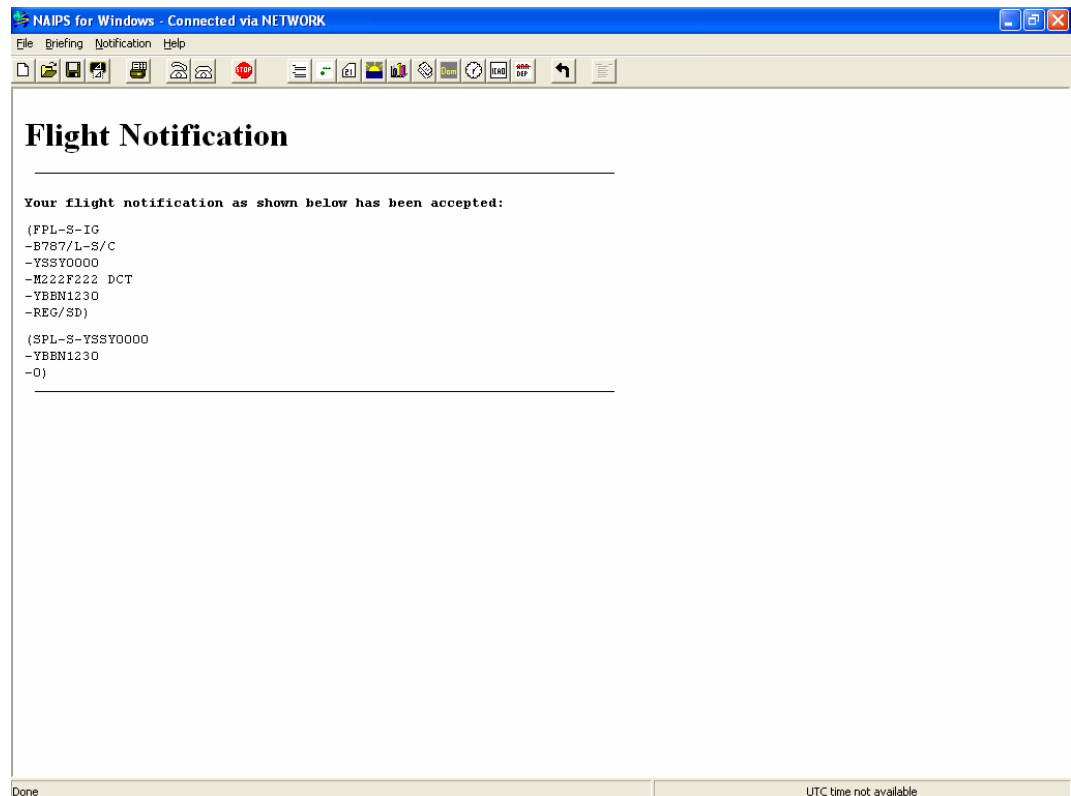
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Domestic and ICAO Flight Notification, Continued

Submitting the Form

After completing the appropriate fields on the Domestic or ICAO Flight Notification forms, click the Submit button at the bottom of the form.

Your flight plan will be validated, and, if the transmission has been successful, you will be presented with a message. See an example below.



Errors

If there is an error in completing the form, the Status bar at the bottom of the Flight Notification form indicates that there is an "Error in submission".

An error message (as in the example below) will appear on the message screen behind the form.

Unknown location (YBB)

Errors
Follow these procedures: <ol style="list-style-type: none">1. Correct the error/s.2. Click Submit.

SARTIME Flight Notification

Introduction

There are three separate Flight Notifications that can be filed from NAIPS:

- Domestic
- ICAO
- SARTIME

The SARTIME Flight Notification requires basic information and a SARTIME to be entered.

Note: This notification may only be used for operations wholly outside controlled airspace (OCTA).

Accessing the Form

From the Notification menu in the pulldown menu system, select the SARTIME Notification option.

A SARTIME Flight Notification form will be generated. An example of this form appears below.

The screenshot shows a Windows-style application window titled "SARTIME Flight Notification". The window has a menu bar with "File" and a toolbar with icons for file operations. The form is divided into several sections:

- Top Section:** Fields for "ACFT ID:" (containing "AAA"), "ACFT Type:" (empty), "Persons on Board:" (empty), and "Endurance(hhmm):" (empty).
- Stage 1 Section:** A tab labeled "Stage 1" is selected. It contains fields for "Departure Point:" (empty), "ETD:" (empty), "Significant points:" (a list box with three empty entries), "Destination:" (empty), and "Alternate:" (empty).
- Bottom Section:** This section is divided into four main areas:
 - SARTIME:** Fields for "DTG:" (empty), "ATS Unit:" (empty), "For:" (a dropdown menu set to "ARRIVAL"), and "At:" (empty).
 - Contact:** Fields for "PIC:" (empty) and "Phone:" (empty).
 - ELBA:** Two checkboxes for "121 MHz" and "243 MHz", both of which are unchecked.
 - Buttons:** A "Force submit" checkbox (unchecked), a "Submit" button, and a "Cancel" button.
- Remarks:** A large text area at the bottom for "Remarks:" (empty).

Status Bar

A status bar is located at the bottom of the screen. Messages appear in this area, noting the request and the status of that request. Error messages also appear in the status bar.

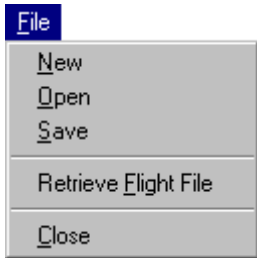
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SARTIME Flight Notification, Continued

Pulldown Menu



The SARTIME Flight Notification form contains a pulldown menu and corresponding icons located on the icon bar.

The menu is displayed below.

Menu Title	Details				
File	<p>Clicking on File in the pulldown menu system at the top of the screen will access the following menu.</p>  <table><tr><th>Menu Item</th><th>Details</th></tr><tr><td>New Open Save Retrieve Flight File Close</td><td><p>The File menu items listed at the left may be accessed by:</p><ul style="list-style-type: none">Clicking on File in the pulldown menu system and selecting the desired option,orClicking the appropriate icon located directly beneath the pulldown menu system.<p>Detailed information concerning each of these items is available below.</p></td></tr></table>	Menu Item	Details	New Open Save Retrieve Flight File Close	<p>The File menu items listed at the left may be accessed by:</p> <ul style="list-style-type: none">Clicking on File in the pulldown menu system and selecting the desired option,orClicking the appropriate icon located directly beneath the pulldown menu system. <p>Detailed information concerning each of these items is available below.</p>
Menu Item	Details				
New Open Save Retrieve Flight File Close	<p>The File menu items listed at the left may be accessed by:</p> <ul style="list-style-type: none">Clicking on File in the pulldown menu system and selecting the desired option,orClicking the appropriate icon located directly beneath the pulldown menu system. <p>Detailed information concerning each of these items is available below.</p>				

Icons




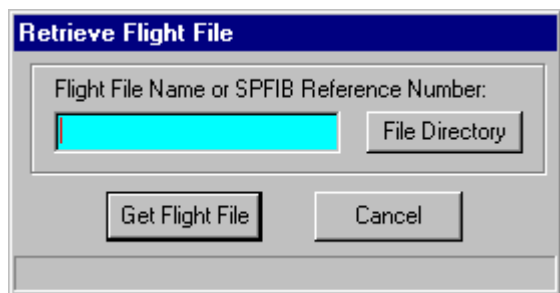

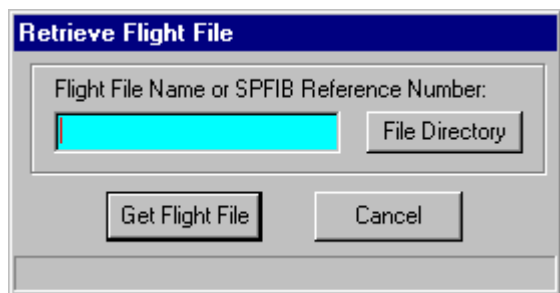

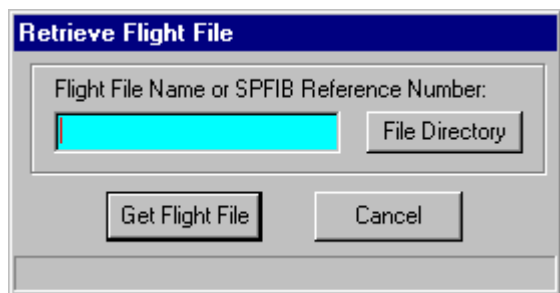
Ten icons are located on the icon bar, directly beneath the pulldown menu system. An explanation of each is provided below.

Icon	Title	Click this icon to:
	New	Clear all previously entered data.
	Open	Open previously saved files.

Continued on next page

SARTIME Flight Notification, Continued


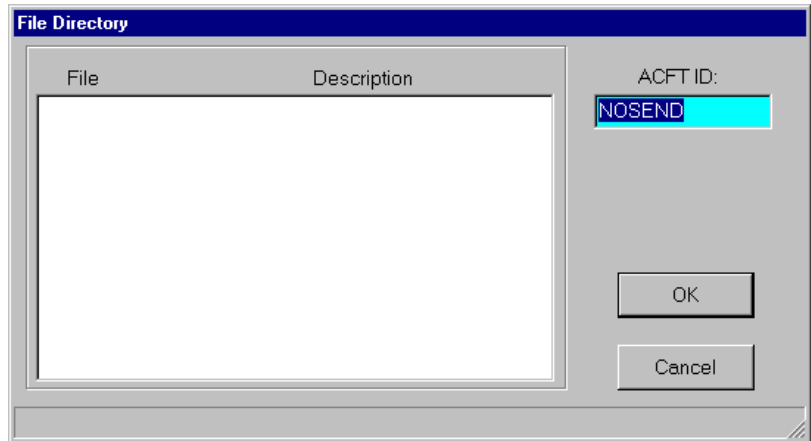


Icons (continued)

Icon	Title	Click this icon to:								
	Save	Save SARTIME Notification form defaults.								
	Retrieve Flight File	<p>Retrieve a flight file saved in NAIPS.</p> <p>Flight files can store, on behalf of users, regular flight notification defaults on the system, instead of on your hard drive. Each flight file is allocated a name, which, if entered, will save entry time. Data will appear as default values.</p> <table><tr><th>Steps</th><th>Procedures</th></tr><tr><td>1</td><td><p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p><p>A Retrieve Flight File form will be generated. See the example below.</p><div data-bbox="702 967 1264 1258"></div></td></tr><tr><td>2</td><td>Enter the flight file name or SPFIB reference number.</td></tr><tr><td>3</td><td>Click the Get Flight File button.</td></tr></table>	Steps	Procedures	1	<p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p> <p>A Retrieve Flight File form will be generated. See the example below.</p> <div data-bbox="702 967 1264 1258"></div>	2	Enter the flight file name or SPFIB reference number.	3	Click the Get Flight File button.
Steps	Procedures									
1	<p>Select the Retrieve Flight File option from the pulldown menu or the Retrieve Flight File icon  located on the icon bar.</p> <p>A Retrieve Flight File form will be generated. See the example below.</p> <div data-bbox="702 967 1264 1258"></div>									
2	Enter the flight file name or SPFIB reference number.									
3	Click the Get Flight File button.									

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SARTIME Flight Notification, Continued





Icons (continued)

Icon	Title	Click this icon to:	
	Retrieve Flight File (continued)	Note	<p>If you have forgotten the flight file name, click the File Directory button. An example of the File Directory form appears below.</p> <div data-bbox="587 492 1401 931"></div> <p>a. Enter the aircraft ID. b. Click OK.</p> <p>A list of flight files associated with the aircraft ID will be presented.</p> <p>a. Select a flight file. b. Click OK.</p>
	Close		<p>Close the currently displayed SARTIME Flight Notification form.</p> <p>Note: The field data that was entered before you closed the form will appear when you next access a SARTIME Flight Notification form from the pulldown menu system on the main menu screen.</p>
	Add Another Stage		<p>Add more stages to the form. Up to 10 stages can be requested.</p>

Continued on next page

SARTIME Flight Notification, Continued

Icons (continued)

Icon	Title	Click this icon to:
	Insert Stage	Insert a stage in front of the stage you are in.
	Copy Stage	Copy all information from the current stage to the clipboard. This can be inserted into a new stage with the paste icon.
	Paste into Stage	Paste stage information from the clipboard into the current stage.
	Delete Stage	Delete the current stage.

Entering Data To enter data into any field on the SARTIME Flight Notification form:

1. Place your cursor in the field.
2. Click once on the mouse button.
3. Type the appropriate information.

Follow the procedures below to move between and within fields.

Field Type	Procedures
Unscrollable	Press the Tab key on your keyboard to move from one unscrollable field to the next.
Scrollable	Use the up and down arrow keys on your keyboard to move within scrollable fields. After data entry is complete within the scrollable fields, press the Tab key on your keyboard to move to the next unscrollable field on the form. Note: The only scrollable field in this form is the Significant Points field.

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SARTIME Flight Notification, Continued

Completing the Form

The following table provides detailed information for entering appropriate data in each field contained in the SARTIME Flight Notification form.

Note that the blue-shaded areas on screen indicate that entering appropriate information into the field is compulsory.

Some field titles are red. Although completing these fields is not mandatory, completion of these fields is a preferred option.

Field Title	Details												
ACFT ID	Enter the aircraft ID.												
ACFT Type	Enter the aircraft type.												
Persons on Board	This field accepts up to 20 characters of free text.												
Endurance (hhmm)	Enter the aircraft's endurance as a four-figure time in hours and minutes (e.g. 0523 is an endurance of five hours and 23 minutes).												
Stage	<p>The following fields are located in each Stage.</p> <p>Note: Complete each stage prior to moving to the next stage. This will ensure that defaults entered will appear in the subsequent stage.</p> <table><tr><th>Field Title</th><th>Details</th></tr><tr><td>Departure Point</td><td>Enter the departure point. The point may be entered as a standard abbreviation (e.g. YSWG) or as a latitude and longitude.</td></tr><tr><td>ETD</td><td>Enter a four-figure date/time group in UTC.</td></tr><tr><td>Significant points</td><td>Enter significant points along the intended route.</td></tr><tr><td>Destination</td><td>Enter the destination. The point may be entered as a standard abbreviation (e.g. YSWG) or as a latitude and longitude.</td></tr><tr><td>Alternate</td><td>Enter the alternate aerodrome.</td></tr></table>	Field Title	Details	Departure Point	Enter the departure point. The point may be entered as a standard abbreviation (e.g. YSWG) or as a latitude and longitude.	ETD	Enter a four-figure date/time group in UTC.	Significant points	Enter significant points along the intended route.	Destination	Enter the destination. The point may be entered as a standard abbreviation (e.g. YSWG) or as a latitude and longitude.	Alternate	Enter the alternate aerodrome.
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Significant points	Enter significant points along the intended route.												
Destination	Enter the destination. The point may be entered as a standard abbreviation (e.g. YSWG) or as a latitude and longitude.												
Alternate	Enter the alternate aerodrome.												
SARTIME	<p>Only one SARTIME per flight notification is allowed.</p> <table><tr><th>Field Title</th><th>Details</th></tr><tr><td>DTG</td><td>Enter a SARTIME as a six-figure DTG. TBN or TBA are acceptable alternatives.</td></tr><tr><td>ATS Unit</td><td>Enter the ATS Unit who will hold the SARTIME (e.g. CENSAR).</td></tr><tr><td>For</td><td>Select either Arrival or Departure.</td></tr><tr><td>At</td><td>Enter the destination aerodrome for the SARTIME. If the location does not have an approved abbreviation, enter the latitude / longitude of the aerodrome.</td></tr></table>	Field Title	Details	DTG	Enter a SARTIME as a six-figure DTG. TBN or TBA are acceptable alternatives.	ATS Unit	Enter the ATS Unit who will hold the SARTIME (e.g. CENSAR).	For	Select either Arrival or Departure.	At	Enter the destination aerodrome for the SARTIME. If the location does not have an approved abbreviation, enter the latitude / longitude of the aerodrome.		
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For	Select either Arrival or Departure.												
At	Enter the destination aerodrome for the SARTIME. If the location does not have an approved abbreviation, enter the latitude / longitude of the aerodrome.												

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SARTIME Flight Notification, Continued

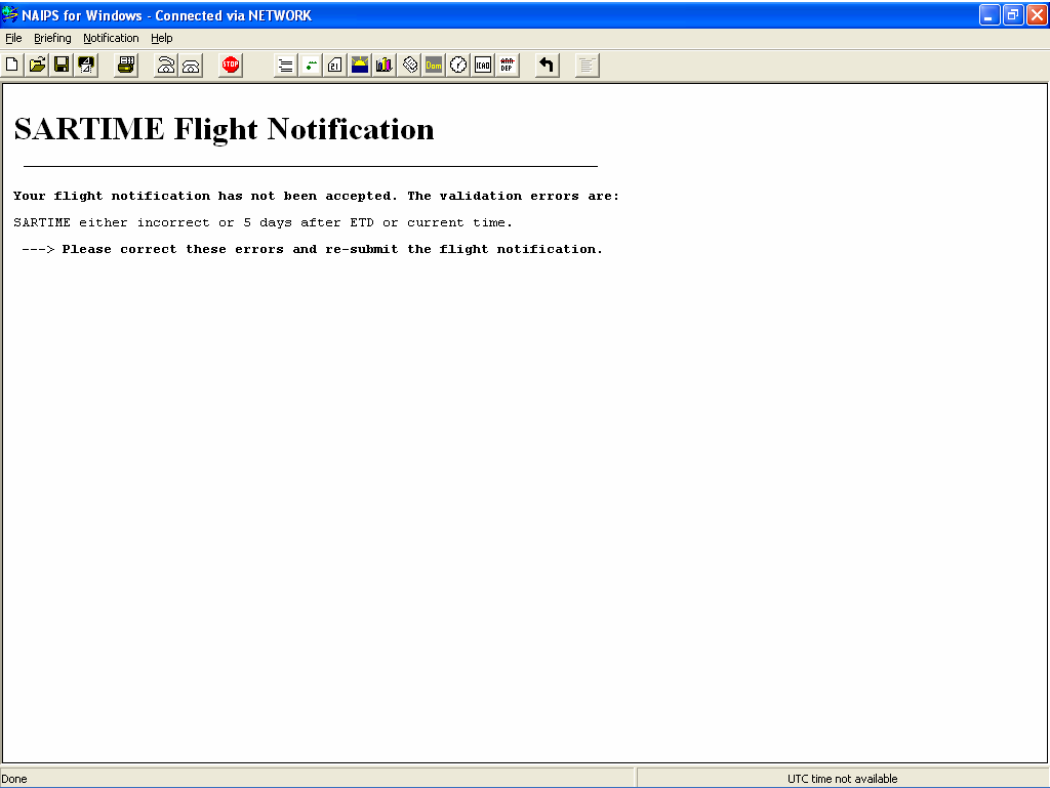
Completing the Form (continued)

Field Title	Details						
Contact	<table border="1"><thead><tr><th>Field Title</th><th>Details</th></tr></thead><tbody><tr><td>PIC</td><td>Enter the name of the pilot in command.</td></tr><tr><td>Phone</td><td>Enter a phone number where you can be reached.</td></tr></tbody></table>	Field Title	Details	PIC	Enter the name of the pilot in command.	Phone	Enter a phone number where you can be reached.
Field Title	Details						
PIC	Enter the name of the pilot in command.						
Phone	Enter a phone number where you can be reached.						
ELBA	<table border="1"><thead><tr><th>Field Title</th><th>Details</th></tr></thead><tbody><tr><td>121 MHz</td><td>Select for VHF Emergency Locator Beacon.</td></tr><tr><td>243 MHz</td><td>Select for UHF Emergency Locator Beacon.</td></tr></tbody></table>	Field Title	Details	121 MHz	Select for VHF Emergency Locator Beacon.	243 MHz	Select for UHF Emergency Locator Beacon.
Field Title	Details						
121 MHz	Select for VHF Emergency Locator Beacon.						
243 MHz	Select for UHF Emergency Locator Beacon.						
Remarks	Enter miscellaneous text here to include other relevant information.						


Continued on next page

SARTIME Flight Notification, Continued

Completing the Form (continued)

Field Title	Details
Force Submit	<p>If the Submit button is clicked after entering a SARTIME more than five days in advance of the current date, an error message will appear in the Status bar, and the following warning message will appear on the message screen.</p> <div></div> <p>After receiving the error message:</p> <ol style="list-style-type: none">1. Either correct the SARTIME or check the Force submit box.2. Click the Submit button.

More Flight Stages

If you wish to enter details of another stage, click the Add Stage icon  located on the icon bar.

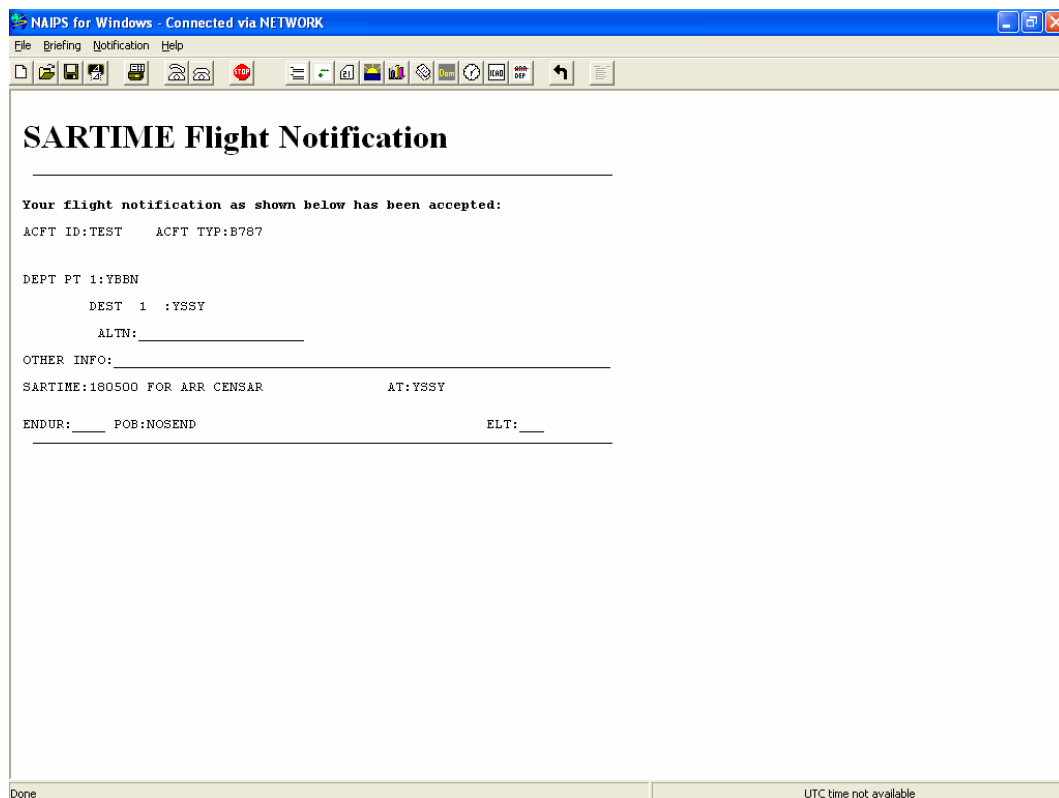
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SARTIME Flight Notification, Continued

Submitting the Form

After completing the appropriate fields on the SARTIME Flight Notification form, click the Submit button at the bottom of the form.

Your flight plan will be validated, and, if the transmission has been successful, you will be presented with a message. See the example below.



The screenshot shows a Windows application window titled "NAIPS for Windows - Connected via NETWORK". The menu bar includes "File", "Briefing", "Notification", and "Help". The toolbar contains various icons for file operations and navigation. The main content area displays the "SARTIME Flight Notification" form. A message states: "Your flight notification as shown below has been accepted:". Below this, the form fields are populated with test data: "ACFT ID:TEST", "ACFT TYP:B787", "DEPT PT 1:YBBN", "DEST 1 :YSSY", "ALTIN:", "OTHER INFO:", "SARTIME:180500 FOR ARR CENSAR", "AT:YSSY", "ENDUR:___", "POB:NOSEND", and "ELT:___". The status bar at the bottom shows "Done" and "UTC time not available".

Errors

If there is an error in completing the form, the Status bar at the bottom of the SARTIME Flight Notification form indicates that there is an "Error in submission".

An error message (as in the example below) will appear on the message screen behind the form.

Unknown location (YBB)


Errors
Follow these procedures: <ol style="list-style-type: none">1. Correct the error/s.2. Click Submit.

Chapter 18

Logging Off from NAIPS

Methods

Logging off from NAIPS can be completed by any of the following methods.

Methods	Procedures
File Menu	From the File menu in the pulldown menu system, select the Log Off From NAIPS option.
Log Off Icon	In the series of icons located on the icon bar directly beneath the pulldown menu system, click the  icon.
Closing the Window	Click the X in the upper right hand corner of the NAIPS Internet Service screen.

Appendix A

Specific Pre-Flight Information Bulletin (SPFIB)

General Information

By Stored Routes

Introduction An SPFIB (Specific Route Briefing) can be obtained from the SPFIB menu item by using a stored route.

Stored Routes There are three types of stored routes.

Type	Details	An SPFIB, generated from each type of stored route will contain the following:
Low	Low level stored routes are for briefings up to FL200 and include all routes from the air route review.	<ul style="list-style-type: none">• Head Office NOTAM• Relevant FIR NOTAM• MET and NOTAM for departure and destination• NOTAM within 50 nm either side of track, except aerodrome NOTAM (This information is filtered by the nominated altitude.)• Area Forecast(s), Area QNH, AIRMET, SIGMET, AIREP Special, relevant to the route• MET Warning message
High	High routes are above FL200 incorporating the upper air route review.	All of the above, with the following exceptions: <ul style="list-style-type: none">• Area Forecast(s), Area QNH, AIRMET, AIREP Special are not provided.• Route winds defined from GRIB data replaces Area Forecasts.
International	International routes are derived from routes commonly used by major international companies.	

By AD HOC Routes

Introduction

Where a stored route is not available or not required, an SPFIB can be obtained by:

- Entering the departure
 - Entering the destination
 - Describing the route as being direct (DCT) or entering the turning points up to a maximum of 30
-

SPFIB Contents

Using this method, SPFIB will automatically contain:

- Head Office NOTAM
 - MET and NOTAM for the departure and destination
 - NOTAM on PRD areas within 50 nm radius of departure and destination, except where the departure and destination is entered as a Lat / Long
 - AIREP Special relating to nominated turning points
 - GRIB winds for high level routes
 - NOTAM on turning points
-

Important Note!

FIR NOTAM, PRD NOTAM and ARFOR relating to the route are not able to be automatically included in an SPFIB using this method.

These are able to be specified as additional information requirements.

FIR NOTAM can be specified by the use of the relevant FIR code (YBBB or YMMM) or by the use of the 7-series sub-FIR number.

Appendix B

Aircraft Profile

Accessing the Form To assist in completing the Domestic and ICAO Flight Notification forms, commonly used default information may be entered and saved in an Aircraft Profile form.

From the File menu in the pulldown menu system, select the Aircraft Profile option.

An Aircraft Profile form will be generated. An example of this form appears below.

Aircraft Profile

File

Aircraft ID: [] Phone: []

REG: [] Type: [] TYP: []

Colour/Marks: []

Pilot Name: []

Performance

Notification TAS: []

Wake Turbulence Category: [L]

Performance Category: []

Surveillance

Transponder: [N - None]

☐ ADS Equipped

Survival

☐ P - First Aid

☐ D - Rations

☐ M - Water

Emerg. Radios

☐ E - ELBA

☐ U - UHF

☐ V - VHF

Equipment

☐ N - Nil

☐ S - VHF/ADF/ILS/VOR and/or...

☐ D - DME ☐ F - ADF

☐ G - GNSS ☐ H - HF

☐ I - INS ☐ J - Data Link

☐ L - ILS ☐ O - VOR

☐ R - RNP ☐ T - TACAN

☐ U - UHF ☐ V - VHF

☐ W - RVSM ☐ Z - Other

NAV/ []

COM/ []

CODE/ []


RMK/ []

Available Pilots

New Pilot Name: []

Add New Pilot Delete

Select A Pilot for Aircraft Profile

 AIRSERVICES AUSTRALIA





Continued on next page

Aircraft Profile, Continued

Icons

The Aircraft Profile form contains both a pulldown menu system and corresponding icons on the icon bar.

An explanation of the function of each of these icons is provided below.

Icon	Title	Click this icon to:
	New	Clear all displayed data.
	Open	Open previously saved files.
	Save	Save the current Aircraft Profile form.
	Close	Close the currently displayed Aircraft Profile form. <u>Note:</u> The field data that was entered before you closed the form will appear when you next access an Aircraft Profile form from the pulldown menu system on the main menu screen.

Continued on next page

Aircraft Profile, Continued

Completing the Form

To move between fields, follow one of the procedures below:

- Place your cursor in each field and enter the appropriate information,

or


- Press the Tab key on your keyboard to move to the next field on the form.

The fields on the Aircraft Profile form are divided into the following categories:

- Performance
- Surveillance
- Survival
- Emergency Radios
- Dinghies
- Equipment
- Jackets

Retrieving a Form

To ensure that you are able to retrieve the data for completing Domestic and ICAO Flight Notification forms:

1. Enter data into the appropriate fields on the Aircraft Profile form.
 2. Save the file by either clicking on the  icon or selecting Save from the File pulldown menu.
-